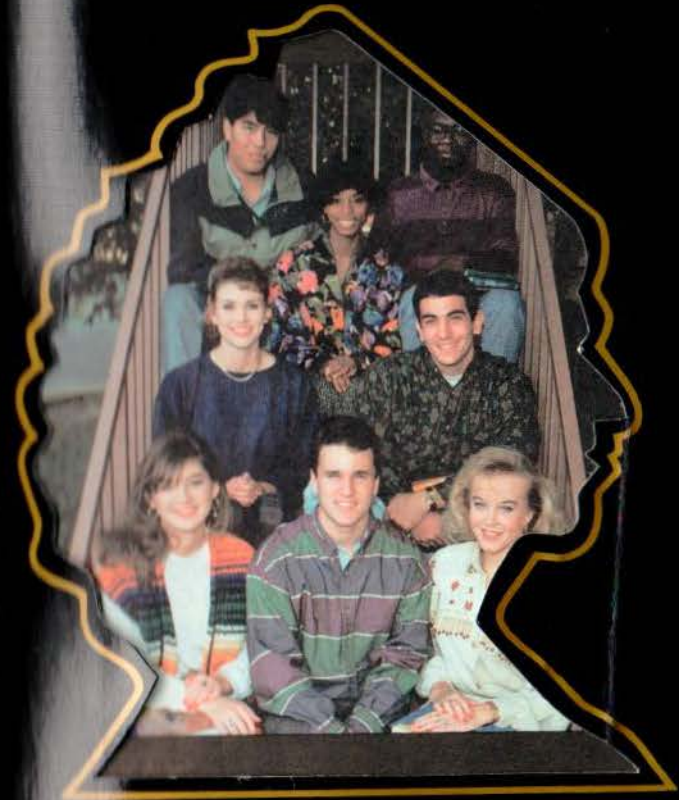


EAST CENTRAL COMMUNITY COLLEGE

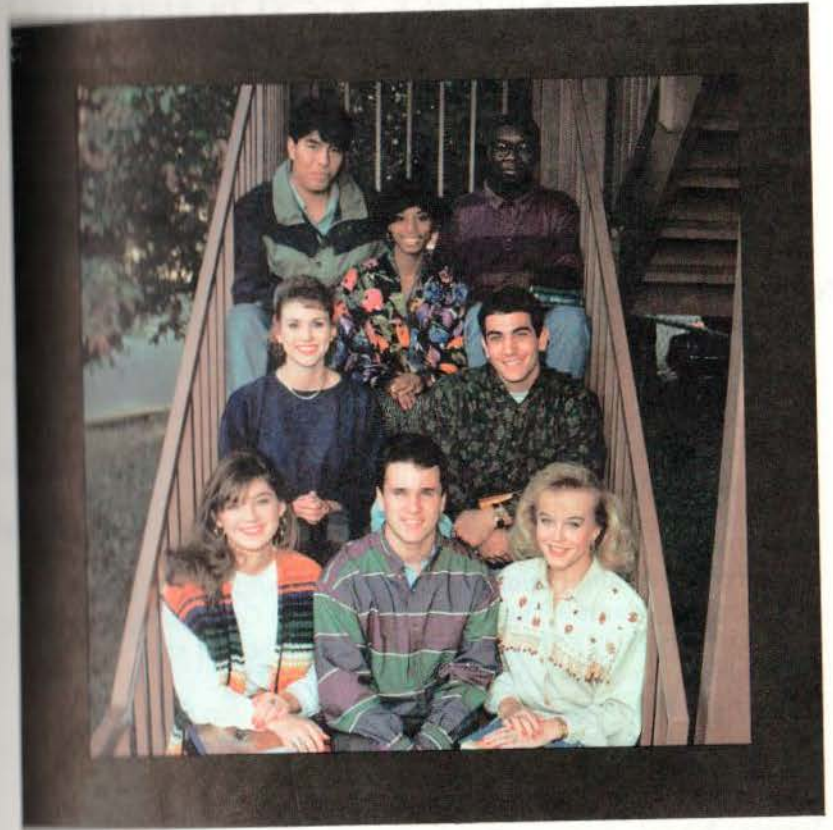


**1994-1996
CATALOG**

ECCC
WITH YOU IN MIND



EAST CENTRAL COMMUNITY COLLEGE



ECCC
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INFORMATION DIRECTORY

Mailing Address:

EAST CENTRAL COMMUNITY
COLLEGE
DECATUR, MISSISSIPPI
39327

Telephone Switchboard: (601) 635-2111 (Daytime)

Administrative, President, extension 200.

Admissions, Director of Admissions, Records, and Research, extension 206.

Athletic Matters, Athletic Coordinator, extension 246.

Business and Industry Assistance, Industrial Coordinator, extension 268.

Business Matters, Business Manager, extension 208.

Counseling, Academic - extension 231, **Vocational-Technical** extension 214 or 245

Dormitory Accommodations, Director of Housing, extension 213.

Evening Programs - Director of Adult and Continuing Education, extension 279.

Graduation, Dean of Instruction, extension 202.

Instructional Matters, Dean of Instruction, extension 202.

Scholarships, Student Jobs, and Other Student Services, Dean of Students, extension 204.

Student Aid, Director of Financial Aid, extension 218.

Summer School, Dean of Instruction, extension 202.

Transcripts, Schedules and Bulletins, Director of Admissions, Records, and Research, extension 206.

Telephone - Evenings and Holidays

Security Guard

Athletic Department (if open)

Jackson Hall Hostess (if open)

Newsome Hall Hostess (if open)

Physical Plant (if open)

(601) 635-2121

635-2679

635-3237

635-2126

635-3246

EAST CENTRAL COMMUNITY COLLEGE

— BULLETIN —

EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi

* * * * *

Accreditation

East Central Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree

* * * * *

Eightieth and Eighty-First Annual Sessions

1994-95

1995-96

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(The College reserves the right to change any policies announced herein when deemed necessary.)

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NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

CHAPTER 1

ORGANIZATION
BOARD OF TRUSTEES

LEAKE COUNTY

Mr. Rogers	Route 2, Box 36, Walnut Grove, MS 39189
Mr. O. Neal	Route 4, Box 401, Carthage, MS 39051
Mr. Janie Wilbanks	Route 5, Box 342-C, Carthage, MS 39051
Mr. Ed Kea, Leake Co. Supr. of Education	P. O. Drawer 478, Carthage, MS 39051
Mr. R. Moore	Route 7, Box 246, Carthage, MS 39051
Mr. Watkins	Route 2, Box 260, Lena, MS 39094

NESHOPA COUNTY

Mr. Cliburn	ECCC Box 55, Decatur, MS 39327
Mr. Williamson	Box 42, Philadelphia, MS 39350
Mr. Manning, Neshoba Co. Supr. of Education	Box 338, Philadelphia, MS 39350
Mr. Copeland	Route 2, Box 362, Philadelphia, MS 39350
Mr. Rivers Dreazeale	1140 Golf Course Rd., Philadelphia, MS 39350
Mr. Henry	308 Northwood Drive, Philadelphia, MS 39350

NEWTON COUNTY

Mr. Sandra Amis	Route 1, Box 145, Conehatta, MS 39057
Mr. Nicholson	P.O. Box 248, Union, MS 39365
Mr. Bounds	Box 108, Lawrence, MS 39336
Mr. Charles Hand, Newton Co. Supr. of Education	P.O. Box 97, Decatur, MS 39327
Mr. Blount	P. O. Box 374, Decatur, MS 39327
Mr. E. Caraway	P. O. Box 208, Hickory, MS 39332

SCOTT COUNTY

Mr. Crowell	P. O. Drawer B, Forest, MS 39074
Mr. McCurdy, Scott Co. Supr. of Education	Forest, MS 39074
Mr. Hallingsworth	Route 1, Box 22, Lake, MS 39092
Mr. Rebecca Farris	P. O. Box 56, Morton, MS 39117
Mr. Joyce Harrison	Route 1, Box 53A, Forest, MS 39074
Mr. Jackie L. Bradford	Route 5, Box 133, Forest, MS 39074

WINSTON COUNTY

Mr. Livingston	Route 5, Box 283D, Louisville, MS 39339
Mr. Nance	Route 4, Box 162, Louisville, MS 39339
Mr. D. Hudspeth	306 Eastridge Drive, Louisville, MS 39339
Mr. Brenda Miller	101 Emerson Streer, Louisville, MS 39339
Mr. Parker	Route 1, Box 226, Noxapater, MS 39346
Mr. Fred Perkins, Supr., Louisville Municipal School District	200 Ivy Avenue, Louisville, MS 39339

V. C. Manning, Chairman

BOARD OF SUPERVISORS

LEAKE COUNTY

William F. Wooten, Route 5, Box 136, Carthage, MS 39051
 Ben Parker Ganann, Route 2, Box 34, Carthage, MS 39051
 Ned Rushing, Route 4, Box 97, Carthage, MS 39051
 Thomas Crane, Route 2, Box 271, Walnut Grove, MS 39189
 James C. Arthur, Route 2, Box 189, Walnut Gove, MS 39189

NESHODA COUNTY

Kenneth Thompson, Route 7, Box 151, Philadelphia, MS 39350
 Cecil Stewart, Route 1, Box 267, Preston, MS 39354
 Harold Kenneth Reynolds, Route 3, Box 437, Union, MS 39365
 Mike Tingle, Route 5, Box 271, Philadelphia, MS 39350
 James A. Young, 609 Ivy, Philadelphia, MS 39350

NEWTON COUNTY

Walter E. Gardner, P. O. Box 426, Decatur, MS 39327
 James Smith, Route 4, Box 87, Union, MS 39365
 Charles Moulds, Route 1, Box 188-A, Decatur, MS 39327
 L. M. 'Bubba' Bonds, Route 1, Box 256, Lawrence, MS 39336
 Johnie 'Buddy' Weems, 101 S. Lane Streer, Newton, MS 39345

SCOTT COUNTY

Johnny D. Owens, Route 5, Box 201, Forest, MS 39074
 Steve Lee, Route 2, Box 24, Lake, MS 39092
 Buford Palmer, Jr., Route 1, Box 219, Morton, MS 39117
 W. J. Measells, Jr., P. O. Box 38, Morton, MS 39117
 Thomas Ed Waggoner, Route 1, Box 175, Forest, MS 39074

WINSTON COUNTY

Jerry Estes, 137 McCullough Road, Louisville, MS 39339
 Bob Goodin, Route 7, Box 237, Louisville, MS 39339
 Michael Peterson, Route 5, Box 285, Louisville, MS 39339
 Johnnie B. Edwards, 439 Jefferson, Louisville, MS 39339
 Randall Johnson, Route 1, Noxapater, MS 39346

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ADMINISTRATION

EDDIE M. SMITH PRESIDENT (1985)
 A.A., East Central Junior College; B.S. and M.Ed., Mississippi State University;
 Ed.D., University of Southern Mississippi

PHIL A. SUTPHIN DEAN OF INSTRUCTION (1988)
 A.A., Wood Junior College; B.A., B.S., M.A.T., Mississippi State University;
 Ed.D., Mississippi State University

MACKEY VANCE BUSINESS MANAGER (1992)
 A.S., East Central Community College, B.S., and M.P.A., University of
 Southern Mississippi

ROY BROWN DEAN OF STUDENTS (1993)
 B.A., Rust College, M.S., Alcorn State University, further work at the University
 of Mississippi

RAYMOND McMULLAN DIRECTOR OF ADMISSIONS,
 RECORDS, AND RESEARCH (1968)
 A.A., East Central Junior College, B.S. and M.Ed., University of Southern
 Mississippi, further work at University of Southern Mississippi and Mississippi
 State University

GENE DAVIS DIRECTOR OF ADULT AND CONTINUING EDUCATION
 (1985)
 B.S., M.Ed. and Ed.S., Mississippi State University; further work at William
 Carey College

JOHN ADCOCK DIRECTOR OF VOCATIONAL-TECHNICAL
 INSTRUCTION (1974)
 B.S., University of Southern Mississippi; M.Ed., Delta State University; Ed.S.,
 Mississippi State University

CHESTER CLARK ASSISTANT DIRECTOR OF VOCATIONAL-
 TECHNICAL INSTRUCTION (1969)
 A.A., East Central Junior College; B.S., Mississippi State University; M.Ed.,
 Mississippi State University and further work at Mississippi State University and
 Mississippi College

PAUL "BUDDY" JOHNSTON II DIRECTOR OF PUBLIC
 INFORMATION (1987)
 B.S., Mississippi State University

HARRY CARTER DIRECTOR OF PHILADELPHIA-NESHODA
 COUNTY VOCATIONAL-TECHNICAL CENTER (1983)
 A.A., East Central Junior College; B.S., M.S., and further work at Mississippi
 State University

MIKE DEARING DIRECTOR OF MAINTENANCE (1988)
A.A., East Central Junior College

PROFESSIONAL STAFF

ALFRED BAILEY DIRECTOR OF VOCATIONAL INDIVIDUALIZED
DEVELOPMENTAL SYSTEM (1978)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University
further work at University of Tennessee, Memphis State University, Memphis
Area Vocational School and Memphis Technical School

LARRY BLACKBURN WORKFORCE SPECIALIST (1978)
A.A., East Central Junior College; B.S. and M.S., University of Southern
Mississippi

REESE BRIDGMAN HEAD FOOTBALL COACH AND
PHYSICAL EDUCATION (1978)
A.A., Southwest Mississippi Junior College; B.S., University of Southern
Mississippi, M.S., and further work at East Texas State University

ANN BURKES LIBRARIAN (1978)
A.A., East Central Junior College; B.S., M.S., and Ed.S., University of Southern
Mississippi; further work at Mississippi State University

BRENDA CARSON DIRECTOR OF FINANCIAL AID (1981)
A.A., East Central Junior College; B.S., M.Ed., Delta State University

CHESTER CLARK ASSISTANT DIRECTOR OF VOCATIONAL
TECHNICAL INSTRUCTION (1981)
A.A., East Central Junior College; B.S., Mississippi State University; M.Ed.
Mississippi State University and further work at Mississippi State University and
Mississippi College

MARTY COOPER BASKETBALL COACH - STUDENT
RECRUITER (1991)
B.S., Rio Grande College; M.A., Miami University

JAMIE CLARK BASEBALL COACH, STUDENT RECRUITER (1987)
B.S., M.Ed., Delta State University

JOE CLARK GOLF AND TENNIS COACH
DIRECTOR OF STUDENT HOUSING (1963)
A.A., East Central Junior College; B.A., Livingston State College; M.Ed.
Mississippi College; further work at Mississippi State University

JIMMY C. DEMPSEY VOCATIONAL-TECHNICAL COUNSELOR (1990)
B.S., Delta State University; M.Ed., Mississippi State University

THOMAS E. FORTENBERRY COMPUTER ANALYST,
PROGRAMMER,
OPERATOR (1989)

B.A., Meridian Junior College; further work, Mississippi State University

JAMES HANSFORD INDUSTRIAL COORDINATOR (1979)
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University

FRANKIE HARRISON COLLEGE NURSE (1993)
A.A., Meridian Community College

GREGG JEFcoat ACADEMIC COUNSELOR (1986)
B.S.E. and M.Ed., University of Mississippi; further work at Mississippi State
University and University of Mississippi

GLORIA JOHNSON ASSISTANT LIBRARIAN (1978)
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further
work at Mississippi State University

HELVIN LYONS ASSISTANT FOOTBALL
COACH AND VOCATIONAL INDIVIDUALIZED
DEVELOPMENTAL SYSTEM (1992)
A.A., East Central Junior College; B.G.S., Emporia State University

SAMUEL PACE BASKETBALL COACH (1985)
A.A., East Central Junior College; B.S., M.Ed., and further work Mississippi
State University

TAMMY PARKES COUNSELOR, PHILADELPHIA-NESHODA COUNTY
VOCATIONAL-TECHNICAL CENTER (1991)
B.A., Delta State University; M.Ed., Delta State University

MAUDEAN SANDERS COORDINATOR OF TECH PREP
EDUCATION (1993)
A.A., East Central Junior College; B.S., Mississippi University for Women;
M.Ed., Mississippi State University

TOMMY SPILLMAN ASSISTANT FOOTBALL COACH
ASSISTANT DIRECTOR OF STUDENT
ACTIVITIES (1992)

A.A., Southwest Mississippi Community College; B.S., University of Southern
Mississippi; further work at Georgia Southwestern College

SHEILA TERRELL-LYONS VOCATIONAL-TECHNICAL (SPECIAL
POPULATIONS) COUNSELOR (1992)

B.S., M.S., Jackson State University

LAURA R. THORNE ACCOUNTANT (1982)
A.A.S., East Central Junior College; A.A., East Central Community College
B.P.A., Mississippi State University

GAIL WOOD ASSISTANT LIBRARIAN (1982)
A.A., Hinds Junior College; B.A., University of California, Santa Barbara, CA
University of Southern Mississippi; further work at University of Southern Mississippi

FACULTY

ALFRED BAILEY VOCATIONAL INDIVIDUALIZED
DEVELOPMENTAL SYSTEM (1982)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University
further work at University of Tennessee, Memphis State University, Memphis
Area Vocational School and Memphis Technical School

LEONARD BARRIER ENGLISH (1982)
A.A., East Central Junior College; B.A. and M.A., Mississippi College; further
work Mississippi State University

JAMES BAYNE METAL FABRICATION TECHNOLOGY (1982)
A.A., East Central Community College

JIM BLACKBURN ELECTRONIC TECHNOLOGY (1992)
A.A.S., East Central Community College

ANN T. BULLOCK BUSINESS TECHNOLOGY (1982)
B.S., M.Ed., Mississippi State University; further work at University of Southern
Mississippi and Mississippi State University

L. B. BULLOCK MATHEMATICS, COMPUTER SCIENCE (1982)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University
further work, University of Southern Mississippi; Jackson State University

ANN BURKES LIBRARY SCIENCE (1962)
A.A., East Central Junior College; B.S., M.S. and Ed.S., University of Southern
Mississippi; further work at Mississippi State University

ROGER BURKES VOCATIONAL INDIVIDUALIZED
DEVELOPMENTAL SYSTEM (1991)
A.A., East Central Junior College; B.S., University of Southern Mississippi
M.C.S., University of Mississippi

JUDY CARROLL SPEECH AND THEATRE (1990)
B.A., University of Science and Arts of Oklahoma; M.A., University of Arkansas

THOMAS W. CARSON MUSIC (1982)
A.A., East Central Junior College; B.M.E., and M.M.E., Delta State University

W. V. CLARK MATHEMATICS AND PHYSICAL EDUCATION (1963)
A.A., East Central Junior College; B.A., Livingston State College; M.Ed.,
Mississippi College; further work at Mississippi State University

RICHARD W. CLARK MACHINING SHOP TECHNOLOGY (1969)
A.A., East Central Junior College; further work at Mississippi State University

ARLIE C. CULBERSON INDUSTRIAL SEWING
PHILADELPHIA/NESHODA CENTER (1988)
further work Mississippi State University

RICHARD DAVIS BIOLOGY (1987)
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed.,
Mississippi State University; further work at Mississippi State University and
University of Southern Mississippi

ALFORD DEATON PHYSICS (1968)
A.A., M.Ed., Mississippi State University; further work at Mississippi State
University and University of Mississippi

MICHELE M. ERGLE BUSINESS TECHNOLOGY (1988)
A.A., M.Ed., Mississippi State University

RICHARD C. ETHRIDGE SOCIAL SCIENCE (1961)
further work Clarke Memorial College; B.A., Mississippi College; further work at
University of Southern Mississippi; M.A., Ph.D., Mississippi State University

MARY EVERETT ELECTRICAL TECHNOLOGY (1993)
A.A.S., East Central Community College

RICHARD FISHER CHEMISTRY (1977)
B.A., Cornell University; Ph.D., University of North Carolina at Chapel Hill

B. CHARLONE FOSTER ADN INSTRUCTOR (1994)
B.S., California State University; M.Ed., Mississippi State University; B.S.N., and
M.S.N., University of Alabama

CYNTHIA M. GAUDIN ADN INSTRUCTOR (1994)
C.N.I., Intravenous Nurses Certification Corp.; B.S.N., LSU Medical School of
Nursing; M.S.N., University of Alabama at Birmingham School of Nursing

KATHERINE K. GEORGE CHILD CARE SUPERVISION
TECHNOLOGY (1986)
A.A., Hinds Junior College; B.S., University of Southern Mississippi; further work
at University of Southern Mississippi, Mississippi College, Mississippi State
University, and Millsaps College

CONRAD GERMANYAUTOMOTIVE BODY AND
FENDER (1994)

Certification from University of West Florida; Pensacola Junior College;
Inservice Workshops with Escambia County School Board; General Motors
Training Center; Mitchell Manuals; and Dupont Training Center

LAURIE GLAZEECONOMICS (1994)
B.B.A., Mississippi State University; M.B.A., Mississippi State University

SARA GRIFFINCOMPUTER TECHNOLOGY (1994)
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University;
further work at University of Southern Mississippi and Mississippi State
University

SARAH GRIFFINCOSMETOLOGY (1994)
Certificate, East Central Junior College, Cosmetology School; East Central
Junior College, 750 hours-Teacher Training; Pre-Service Training at Mississippi
State University; further work at Meridian Junior College; Seminars
required by State Board of Cosmetology

J. BRUCE GURAEDYART (1994)
B.A., M.Ed., University of Southern Mississippi; further work at Mississippi State
University and Mississippi College

NANCY HARRISASSOCIATE DEGREE NURSING PROGRAM
DIRECTOR (1994)
A.D.N., Meridian Community College; B.S.N., University of Southern
Mississippi; M.S.N., University of Mississippi

SHELBY L. HARRISMATHEMATICS (1994)
A.A., East Central Junior College; B.S., University of Southern Mississippi;
M.Ed., Mississippi State University; further work at Tulane University, Florida
State University, Mississippi College and University of Tennessee; Ed.D.
University of Southern Mississippi

RICKY HARRISONDRAFTING AND DESIGN TECHNOLOGY
(1994)
A.A.S., East Central Junior College; further work at Mississippi State University
and University of Southern Mississippi

CHARLES W. HINSONMUSIC (1994)
A.A., Copiah-Lincoln Junior College; B.M.Ed., University of Southern
Mississippi; M.M.Ed., Louisiana State University; further work at University of
Southern Mississippi

ROBERTA HOLTBUSINESS ADMINISTRATION AND ACCOUNTING
(1994)
B.S., M.S., Mississippi University for Women; further work at Mississippi State
University

BARBARA HOUSEADN INSTRUCTOR (1994)
B.S.N., University of Miami; M.S.N., University of Mississippi; Ph.D., University
of Mississippi

JANICE JACOBSSURGICAL TECHNOLOGY (1993)
Operating Room Certificate, A.D.N.; Meridian Community College

BRENDA JOHNSONCOMPUTER TECHNOLOGY (1983)
A.A.S., East Central Junior College; further work at Mississippi State University

GLORIA JOHNSONLIBRARY SCIENCE (1978)
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further
work at Mississippi State University and University of Southern Mississippi

THOMAS KEYBIOLOGY (1991)
B.A., Southern Methodist University; M.A., Southern Methodist University;
Certificate in Radiation Biophysics, University of California at Berkeley; Ed.D.,
Ball State University; further work at Indiana University, Oglethorpe University,
Clark College, Antioch Seminary, Immanuel Seminary

BILLY R. LOVETTPSYCHOLOGY (1993)
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.S.,
George Washington University; further work at Mississippi State University

FREDRICK F. LYONSCARPENTRY AND CABINET MAKING (1989)
Certificate, Carpentry and Cabinet Making, East Central Junior College

KELVIN LYONSASSISTANT FOOTBALL
COACH AND VOCATIONAL INDIVIDUALIZED
DEVELOPMENTAL SYSTEM (1992)
A.S., East Central Junior College; B.G.S., Emporia State University

SCOTT McLEMOREAUTOMOTIVE TECHNOLOGY (1993)
A.A., East Central Community College

LOIS McMULLANMATHEMATICS (1970)
B.S., Mississippi College; M.Ed., University of Southern Mississippi; further work
at University of Southern Mississippi and Mississippi State University

DONALD W. MASSEYAUTOMOTIVE MECHANICS
PHILADELPHIA/NESHOBA CENTER (1989)
Fifteen years in Automotive Dealer Mechanics, graduate of 19 Dealer Service
Schools, employed as welder, served as apprentice in Automotive
Mechanics

POLLY B. MAYESDRAFTING AND DESIGN (1987)
A.A.S., East Central Junior College; further work at University of Southern
Mississippi

LESTER S. MILES REFRIGERATION AND AIR-CONDITIONING (1981)
 Certificates: Refrigeration and Air-Conditioning from Mississippi Delta Junior College; Carrier Corporation, Memphis, Tennessee; further work at Mississippi State University

DEBORAH MOODY SPANISH (1981)
 B.S., Mississippi College; further work at Mississippi State University and Livingston University

WILLIAM R. MOTT ELECTRONIC TECHNOLOGY (1981)
 A.A.S., Meridian Community College

JOHNNIE L. NETHERLAND SITE COORDINATOR (1981)
 B.A., University of Mississippi

SAMUEL PACE SOCIOLOGY (1981)
 A.A., East Central Junior College; B.S., M.Ed., Mississippi State University

VIRGINIA B. PACE ENGLISH (1981)
 B.S., Mississippi State University; M.Ed., Mississippi State University

ROBERT LEE PEARSON AUTOMOTIVE MECHANICS (1981)
 Certificate East Central Junior College, Certificates in ten areas with Ford Motor Company, factory dealer experience with Ford, General Motors and Chrysler Corporation

BRENDA G. PIERCE INTENSIVE BUSINESS, PHILADELPHIA
 NESHODA CENTER (1981)
 A.A., East Central Junior College; B.A., University of Southern Mississippi; M.Ed., University of Southern Mississippi

ELIZABETH PITTS BUSINESS TECHNOLOGY (1975)
 B.S., M.Ed., Mississippi College; further work at Mississippi State University

ALICE POUNCEY PSYCHOLOGY AND HOME
 ECONOMICS (1969)
 A.A., Jones County Junior College; B.S., University of Southern Mississippi; M.Ed., Livingston University; further work at University of Southern Mississippi and Mississippi State University

HELEN M. SHARP ADN INSTRUCTOR (1994)
 A.D.N., Meridian Junior College; B.S.N., M.S.N., University of Southern Mississippi

SANDRA L. THOMAS LICENSED PRACTICAL NURSING (1993)
 A.D.N., Meridian Junior College

JANIAN THORNTON MUSIC (1993)
 A.A., East Central Junior College; B.A., Mississippi Woman's College (William Carey College); M.Med., University of Southern Mississippi

THOMAS W. THRASH SOCIAL SCIENCE (1962)
 A.A., East Central Junior College; B.S., M.S.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University

HENRY A. TODD LICENSED PRACTICAL NURSING (1993)
 A.A. in Nursing, Meridian Junior College; B.S., in Nursing, William Carey College

D. S. VICKERS ENGLISH (1955)
 B.A., M.A., Ed.S., George Peabody College; further work at University of Southern Mississippi

SANDRA L. WEDGEWORTH RELATED STUDIES (1991)
 A.A., East Central Junior College; B.A., University of Southern Mississippi; further work at Utah State University and Colorado School of Mines

RIANITA WEST ENGLISH (1992)
 A.A., Clarke College; B.A., William Carey College; M.A., University of Southern Mississippi; further work at Mississippi State University, University of Missouri, and University of Southern Mississippi

GAIL D. WOOD LIBRARY SCIENCE (1975)
 A.A., Hinds Junior College; B.A., University of California, Santa Barbara; M.S., University of Southern Mississippi; further work at University of Southern Mississippi

LUCILLE WOOD PHYSICAL EDUCATION AND EDUCATION (1956)
 A.A., East Central Junior College; B.S., M.A., University of Southern Mississippi; further work at University of Mississippi, University of Southern Mississippi and Mississippi State University

MARY ANN WRIGHT (1993)
 B.S., University of Mississippi; further work at the University of Southern Mississippi, Mississippi State University, and the Ross Collins Vocational Center

ADJUNCT FACULTY

ROSEMARY ADCOCK MATHEMATICS
 B.S., Mississippi State University

TERRY BEN HISTORY
 B.S., and M.Ed., Mississippi College

LAVONN BENSON

A.B., Anderson University; M.S., Florida State University; Ed.S., Georgia Peabody College; Ph.D., George Peabody College

CAROLYN BURNEY

B.S. and M.Ed., Mississippi State University

IRMA GRACE CALDWELL

B.S., M.S., University of Southern Mississippi

DIANNE CARTER

B.S., Mississippi State College for Women; and M.Ed., Mississippi State University

RAYMOND CLARK

A.A., East Central Junior College; B.S., Mississippi State University; M.Ed., Mississippi State University; further study at Mississippi State University

PATTI DAVIS

B.S., University of Southern Mississippi; M.Ed., Mississippi State University

NANCY ELLIS

B.A., Mississippi University for Women; M.A., Mississippi State University

SYLVIA FLEMING

B.A., University of Southern Mississippi; M.Ed., Mississippi State University

FAYE FULLER

B.S., University of Southern Mississippi

DAVID GERMANY

B.A., Warner Southern College; M.Ed., Mississippi State University

LARRY GRESSETT

A.A., East Central Junior College; B.S., Mississippi College; further study at University of Southern Mississippi

SCOTT HUBERT

B.A., Southern Methodist University; M.Ed., University of North Carolina; Ed.S., Mississippi State University; M.P.P.A., Mississippi State University

TONY KINTON

B.M.E. and M.Ed., Mississippi College

SKIPPI LATHAM

A.A., East Central Junior College; and B.S., M.Ed., Mississippi State University

BILL LAUDERDALE

B.F.A., Delta State University; M.F.A., University of Georgia

ROGER LIDDELL

B.S., M.S., Alcorn State University

JULIAN LIVINGSTON

B.A., University of Mississippi; M.Ed., Mississippi State University

LYNDA LUKE

B.S., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University

JANICE MCCOOL

A.A., East Central Junior College; B.S., University of Mississippi; and M.Ed., Mississippi State University

LISA McMILLAN

B.S. and M.S., Mississippi State University

VICKI MCNAIR

A.A., East Central Junior College; B.S. and M.Ed., Mississippi State University

WENDY MEASLES

A.A., East Central Junior College; B.S. and M.A.T., Mississippi State University

PATSY MOORE

A.A., Holmes Junior College; B.S., M.S., Ed.S., Mississippi State University

BARBARA MOWDY

A.A., East Central Junior College; B.S., University of Southern Mississippi; and M.S., Mississippi State University

CHARLA MUNN

A.A., Holmes Junior College; B.S., Delta State University; M.Ed., Mississippi State University

PAMELA PEOPLES

B.S., M.Ed. and Ed.S., Mississippi State University

TED POPE

B.S., Mississippi State University; M.C.E., Mississippi State University; further study at Virginia Tech University

JOHN REEVES

B.A., University of Mississippi; M.A., University of Alabama

GLORIA RHINEWALT

B.S. and M.A., Mississippi State University

EULA RIVERS

B.S., St. Mary's Dominican College; M.Ed., William Carey College; Additional study at Mississippi College and University of Southern Mississippi

JOYCE ROGERS

B.S., Mississippi State University; M.Ed., Mississippi State University; Ed.S., Mississippi State University

JUDY SANDERS

B.S. and M.Ed., Mississippi State University

LYNN SAVELL

B.S., University of Southern Mississippi; M.S., University of Southern Mississippi
further study at Mississippi State University

SYLVIA SLOAN

B.S. and M.Ed., Mississippi State University

BOBBY SMITH

A.A., Northwest Mississippi Junior College; B.A., University of Mississippi
M.F.A., Southern Illinois University

SHEILA SMITH

A.A., East Central Junior College; B.S. and M.S., University of Southern Mississippi

PAULA STOKES

A.A., East Central Junior College; and B.A. and M.Ed., Mississippi State University

BOBBY THRASH

A.A., East Central Junior College; B.A. M.S., University of Southern Mississippi
M.S., John Hopkins University

PAM THRASH

B.S. and M.Ed., Mississippi State University

HARVEY TRAPP

A.A., East Central Junior College; B.S. and M.P.A., Mississippi State University

PEGGY VAN DEVENDER

A.A., Meridian Junior College; and B.S. and M.P.A., Mississippi State University

DANNY WADE

A.A., East Central Junior College; B.S., University of Southern Mississippi
M.Ed., Mississippi College

CLAIRE WOODWARD

B.A., Mississippi State University; M.A., Mississippi State University

SECRETARIAL AND ADMINISTRATIVE SUPPORT STAFF

BENEVA BARKER	SECRETARY TO THE DIRECTOR OF THE PHILADELPHIA/NESHODA COUNTY CENTER (1986)
BLANDA CATER	SECRETARY TO THE DIRECTOR OF ADULT AND CONTINUING EDUCATION (1992)
LOU CLARK	SECRETARY TO THE DIRECTOR OF ADMISSIONS, RECORDS, AND RESEARCH (1974)
MARGARA DEATON	SECRETARY TO FACULTY (1975)
LYNN FRENCH	SECRETARY TO THE BUSINESS MANAGER (1993)
FRANCES GRAHAM	ASSISTANT TO DIRECTOR OF FINANCIAL AID (1990)
MARSHA HARDIN	SECRETARY TO THE BUSINESS MANAGER (1989)
SUZANNE HARTHCOCK	SECRETARY TO THE DIRECTOR OF PUBLIC INFORMATION (1989)
ANDRA HOOKER	SECRETARY TO THE DEAN OF INSTRUCTION (1981)
LINDA PIERCE	SECRETARY TO DIRECTOR OF ADMISSIONS, RECORDS, AND RESEARCH (1984)
GLORIA RIGDON	SECRETARY TO FACULTY (1982)
BONNIE SAVELL	SECRETARY TO DIRECTOR OF VOCATIONAL- TECHNICAL INSTRUCTION (1986)
MICHAEL ANN SCOGGIN	SECRETARY TO THE PRESIDENT (1972)
WILLIAM STAMPER	SECRETARY TO THE BUSINESS MANAGER (1990)
TERESA STROUD	SECRETARY TO THE DEAN OF STUDENTS (1989)
BOBBIE VANCE	SECRETARY TO ADM DIRECTOR (1993)
NORMA WEIDLER	ASSISTANT TO DIRECTOR OF FINANCIAL AID (1988)

SUPPORT STAFF

LARRY ADDY	PAINTER (1973)
MIKE ANDERSON	DIRECTOR OF ACTIVITIES (1975)
PATRICIA CARTER	BOOKSTORE (1993)
WESLEY CHANDLER	ELECTRICIAN (1987)
MARY JANE CLEVELAND	CUSTODIAN (1984)
GROVER COX	CUSTODIAN (1993)

ADAM DEVINE	GROUNDSDKEEPER (1981)
BETTY DOTY	WOMEN'S DORMITORY SUPERVISOR (1981)
ALTON FOREMAN	GROUNDSD KEEPER (1981)
JOHN FOREMAN	GROUNDSDKEEPER (1981)
CLARA GALASPY	CUSTODIAN (1981)
WILLIE GALLASPY, JR.	CUSTODIAN (1981)
TIM GLAZE	DIRECTOR OF B.S.U. (1981)
CAROLYN HARALSON	WOMEN'S DORMITORY SUPERVISOR (1981)
JOHN HERRINGTON	CUSTODIAN (1981)
BRENDA K. JOHNSON	CHILD CARE ATTENDANT (1981)
ROBERT JOHNSON	CUSTODIAN (1981)
WILLIE KIDD	CUSTODIAN (1981)
WILLIAM McELHENEY	GROUNDSDKEEPER (1981)
BILLY McKNIGHT	CARPENTRY (1981)
JOHNNY MOORE	CUSTODIAN (1981)
MICHAEL MOORE	CUSTODIAN, PHILADELPHIA-NESHOBA CENTER (1981)
BOBBY PATRICK	CAMPUS SECURITY GUARD (1977)
MARTHA K. PATRICK	CUSTODIAN (1981)
JOYCE REYNOLDS	CHILD CARE ATTENDANT (1981)
DOROTHY ROBERTS	CUSTODIAN (1981)
JUNIOR ROBINSON	GROUNDSDKEEPER (1981)
BERTIS THAMES	CUSTODIAN (1977)
DONALD VANCE	CUSTODIAN (1981)
AMOS WILLIAMS	CUSTODIAN (1981)
HENRY WROTEN	CUSTODIAN (1977)

COMMITTEES OF THE FACULTY

ADMINISTRATIVE COUNCIL:

President, Dean of Instruction, Dean of Students, Business Manager, Director of Admissions, Records, and Research, Director of Adult and Continuing Education, Director of Vocational-Technical Instruction, Athletic Director, Director of Public Information and Director of Maintenance

APPEALS COMMITTEE FOR ABSENTEES:

Mr. Troy Brown, Mr. Raymond McMullan, Selected Faculty and SBA President

ACADEMIC PROBATION:

Director of Admissions, Records, and Research, Dean of Instruction and Dean of Students

ADMISSIONS:

Director of Admissions, Records, and Research, Dean of Instruction and Dean of Students

BUDGET TASK FORCE:

Mr. Mickey Vance, Dr. Phil Surphin, Mr. Troy Brown, Mr. Gene Davis, Mr. John Adcock, Mr. Mike Dearing, Mrs. Ann Burkes, Mr. Ovid Vickers, Dr. Richard Ethridge, Dr. Shelby Harris, and Mrs. Sara Griffin

COMPUTER USERS

Business Manager, Chairperson, Dean of Instruction, Dean of Students, Director of Admissions, Records, and Research, Director of Vocational-Technical Instruction, Computer Analyst, Librarian, Computer Technology Instructor, and Computer Science Instructor

CURRICULUM:

Dean of Instruction, Director of Admissions, Records, and Research, Academic Counselor, Vo-Tech Counselor, Four Division Chairpersons, Mr. L. H. Bullock, Mrs. Ann Bullock, Mrs. Lois McMullan, Mr. Leonard Barrier, Mrs. Luaine Glaze, and two SBA Representatives.

DISCIPLINE:

Mr. Jimmy Dempsey, Dr. Gregg Jefcoar, Miss Gloria Johnson, SBA President, and Dr. Richard Ethridge, Chairperson

FINANCIAL AID APPEALS:

Dean of Students, Academic Counselor, Director of Financial Aid, Vocational Counselor, Director of Admissions, Records, and Research

INTERCOLLEGIATE ATHLETICS:

Athletic Director, Women's Basketball Coach, Men's Basketball Coach, Baseball Coach and Tennis and Golf Coach

INTRAMURALS:

Mr. Mike Anderson, Coach Joe Clark, Coach Sammy Pace and Miss Lucille Wood

LIBRARY:

Mr. Ovid Vickers, Mrs. Lois McMullan, Mrs. Ann Burkes, Mr. Tommy Thrash, Mr. Chester Clark and student (SBA Representative)

LITERACY TASK FORCE:

Mr. Gene Davis, Mr. John Adcock, Mr. Al Bailey, Mr. Larry Blackburn, Gloria Johnson, Mr. Jim Hansford and Mrs. Carol Vickers

RECRUITMENT AND RETENTION TASK FORCE:

Mr. Troy Brown, Chairperson, Mr. Jimmy Dempsey, Mr. Larry Blackburn, Marty Cooper, Mrs. Brenda Carson, Mr. Tom Carson, Dr. Richard Ethridge, Mr. Ricky Harrison, Dr. Gregg Jefcoat, Mr. Bubby Johnston, President, Warrior Corps, Mr. Sammy Pace, Mrs. Elizabeth Pitts, and ex officio members Dr. Eddie Smith, Mr. Mickey Vance, Dr. Phil Surphin, and SBA President

SCHOLARSHIP:

Mr. Troy Brown, Mr. Mickey Vance, Mrs. Sara Griffin, Dr. Shelby Harris, Mrs. Brenda Carson

STAFF DEVELOPMENT:

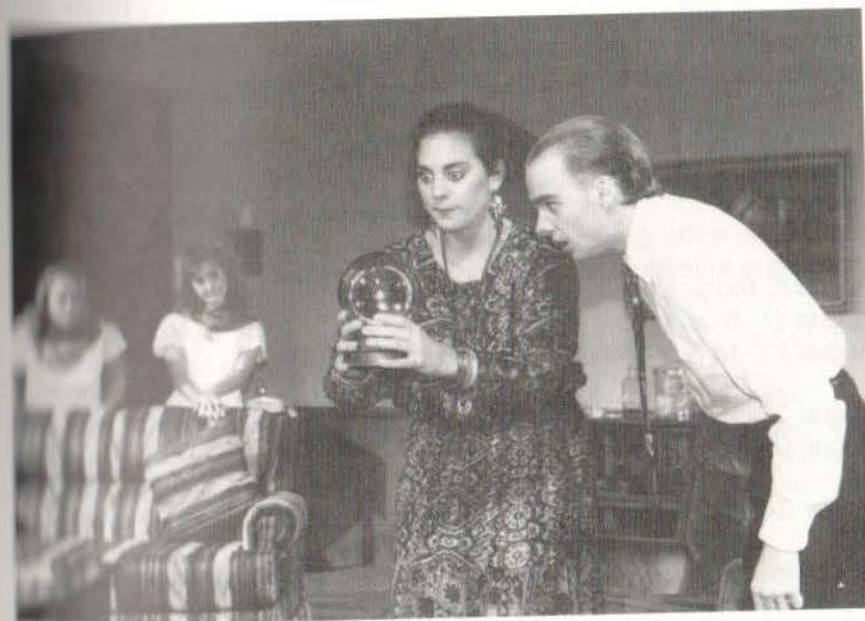
Mrs. Laurie Glaze, Mrs. Lois McMullan, Mr. James Bayne, and Mr. Rick Harrison

TEXTBOOK:

Dean of Instruction, Business Manager, and Division Chairpersons

TITLE III PLANNING COMMITTEE:

Dr. Phil Surphin, Dean of Instruction, Mr. Mickey Vance, Business Manager, Dean Troy Brown, Dean of Students, Mr. John Adcock, Director of Vo-Tech Education, Mr. Gene Davis, Director of Adult and Continuing Education, Mr. Nancy Harris, Director of Associate Degree Nursing, Dr. Gregg Jefcoat, Academic Counselor, Mrs. Sheila Lyons, Vo-Tech Counselor for the Handicapped, Mrs. Laurie Glaze, Social Science Instructor, Mr. Ricky Harrison, Technical Instructor, Mrs. Lois McMullan, Math Instructor, Miss Juanita West, English Instructor.



GENERAL CALENDAR

1994 Summer Session

Intersession

May 16, Monday Registration and classes begin
June 3, Friday Intersession ends

First Semester

June 6, Monday Registration
June 7, Tuesday Classes begin
June 10, Friday Last day to register for the first term
July 1, Friday Last day to drop a course with a W
July 4, Monday Independence Day Holiday
July 8, Friday First term ends

Second Semester

July 11, Monday Registration
July 12, Tuesday Classes begin
July 15, Friday Last day to register for the second term
August 5, Friday Last day to drop a course with a W
August 12, Friday Second term ends

1994-95 Regular Session

First Semester

August 5, Friday Applications for admission should be on file
August 11, Thursday Begin football practice
August 17, 18 & 19, Wednesday, Thursday, & Friday Faculty Meeting
and Workshop
August 21, Sunday Residence halls open at 2:00 p.m.
August 22 & 23, Monday & Tuesday Completion of orientation and
registration
August 24, Wednesday Begin classes, late registration fee charged
beginning at 8:00 a.m.
September 2, Friday Last day to register or change classes
September 5, Monday Labor Day Holiday
September 30, Friday Last day to remove I's of previous semester
October 19, Wednesday Mid-term grades due in records office at 8:00
a.m.
November 24 & 25, Thursday & Friday Thanksgiving Holiday

October 28, Monday Resume class schedule
November 2, Friday Last day to drop a course with a W
November 9, Friday Last day of regular classes
November 12, 13, 14, & 15 Final exams
November 15, Thursday Christmas Holidays begin for students at 12:30
p.m.

Residence Halls close at 2:00 p.m.
Final grades due in records office at 2:30 p.m.

Second Semester

January 8, Sunday Residence halls open at 4:00 p.m.
January 9 & 10, Monday & Tuesday Completion of orientation and
registration
January 11, Wednesday Begin classes, late registration fee charged
beginning at 8:00 a.m.
January 16, Monday Martin Luther King Day
January 20, Friday Last day to register or change classes
January 27, Friday Last day to remove I's of previous semester
March 8, Wednesday Mid-term grades due in records office at 8:00
a.m.
March 10, Friday Spring Holidays begin at 3:15 p.m.
Residence halls close at 4:00 p.m.
March 20, Monday Resume class schedule
April 14, Friday Easter Holiday
April 28, Friday Last day to drop a course with a W
May 5, Friday Last day of regular classes
May 8, 9, 10, & 11 Final exams
May 11, Thursday Final grades due in records office by 2:30 p.m.
May 12, Friday Spring Commencement at 8:00 p.m.

1995 Summer Session

Intersession

May 15, Monday Registration and classes begin
June 2, Friday Intersession ends

First Semester

June 5, Monday Registration
June 6, Tuesday Classes begin
June 9, Friday Last day to register for the first term
June 30, Friday Last day to drop a course with a W
July 4, Tuesday Independence Day Holiday
July 7, Friday First term ends

Second Semester

July 10, Monday Registration
 July 11, Tuesday Classes begin
 July 14, Friday Last day to register for the second term
 August 4, Friday Last day to drop a course with a W
 August 11, Friday Second term ends

1995-96 Regular Session

First Semester

August 4, Friday Applications for admission should be on file
 August 10, Thursday Begin football practice
 August 16, 17, & 18, Wednesday, Thursday, & Friday Faculty Meeting
 and Workshop
 August 20, Sunday Residence halls open at 2:00 p.m.
 August 21 & 22, Monday & Tuesday Completion of orientation and
 registration
 August 23, Wednesday Begin classes, late registration fee charged
 beginning at 8:00 a.m.
 September 1, Friday Last day to register or change classes
 September 4, Monday Labor Day Holiday
 September 29, Friday Last day to remove I's of previous semester
 October 18, Wednesday Mid-term grades due in records office at 8:00
 a.m.
 November 23 & 24, Thursday & Friday Thanksgiving Holiday
 November 27, Monday Resume class schedule
 December 1, Friday Last day to drop a course with a W
 December 8, Friday Last day of regular classes
 December 11, 12, 13, & 14 Final exams
 December 14, Thursday Christmas Holidays begin for students at 12:00
 p.m.
 Residence Halls close at 2:00 p.m.
 Final grades due in records office at 2:30 p.m.

Second Semester

January 7, Sunday Residence halls open at 4:00 p.m.
 January 8 & 9, Monday & Tuesday Completion of orientation and
 registration
 January 10, Wednesday Begin classes, late registration fee charged
 beginning at 8:00 a.m.
 January 15, Monday Martin Luther King Day
 January 19, Friday Last day to register or change classes
 February 16, Friday Last day to remove I's of previous semester

March 6, Wednesday Mid-term grades due in records office at 8:00
 a.m.
 March 8, Friday Spring Holidays begin at 3:15 p.m.
 Residence halls close at 4:00 p.m.
 March 18, Monday Resume class schedule
 April 5, Friday Easter Holiday
 April 26, Friday Last day to drop a course with a W
 May 3, Friday Last day of regular classes
 May 6, 7, 8, & 9 Final exams
 May 9, Thursday Final grades due in records office by 2:30 p.m.
 May 10, Friday Spring Commencement at 8:00 p.m.



CHAPTER 2

GENERAL INFORMATION

PURPOSE OF THE COLLEGE

East Central Community College seeks to fulfill the educational needs of its students from the five-county district which it serves. In a continuing effort to meet these needs, the college, through its board of trustees, administration, and faculty, conceives its purpose to be to provide instruction and service. To achieve its instructional goals, the college is committed to offer opportunities for mental, physical, and emotional development. As a service agency, the college provides programs of instruction which incorporate knowledge and skills applicable to life in a complex society.

To successfully fulfill its purpose, East Central Community College provides, at minimum cost, a variety of programs which include senior college or university parallel, technical, vocational, adult, and remedial education. The college further subscribes to and provides for self-improvement, continuing education, and community services.

Through curricular and extracurricular activities, the college provides experiences which lead to the development of the total individual. These experiences include guidance, participation, and leadership in campus activities, student clubs, and organizations.

INSTITUTIONAL GOALS

1. To provide effective instructional programs for the first two years of university-parallel curricula to prepare students for successful transfer to senior institutions.
2. To provide vocational and technical programs designed to prepare students for immediate employment.
3. To provide a developmental program of instruction to raise basic skills levels of students whose academic foundation requires strengthening.
4. To provide enriched educational experiences for academically talented students.

5. To provide guidance, counseling, and other student services to students in the attainment of personal, educational, and occupational goals.
6. To provide specialized industrial training programs which will develop a productive work force for new and expanding district businesses and industries.
7. To provide administrative services to support the faculty in its commitment to offer a high quality, innovative educational program for students.
8. To offer community services and continuing education programs to meet the educational and personal needs of both youth and adults and to cooperate with high schools and service agencies in providing community education programs.
9. To serve as a cultural and recreational center for the service area by offering a broad range of programs to enrich the community and to enhance creative expression in music, dance, theater arts, visual arts, sports, and recreation.

HISTORY OF THE COLLEGE

In 1928 the Legislature of the State of Mississippi adopted the first laws for the organization and operation of Mississippi public junior colleges. East Central Community College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades, which comprised the Newton County Agricultural High School were a part of the college until 1958 when they joined the Decatur Attendance Center.

In March of 1939, East Central Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It has been reaffirmed each decade since. The college holds membership in the Mississippi Association of Colleges, the Mississippi Association of Community and Junior Colleges and the American Association of Community and Junior Colleges.

Originally the institution was supported by three counties — Newton, Neshoba and Scott. Later they were joined by Leake and Winston.

From the two members of the original faculty of East Central Community College — Mrs. W.W. Newsome and Mr. Robert Marshall — the number of administrators, faculty, and professional staff employed by the college has increased to 88 for the current year. Since its founding, six presidents have served the institution.

SCHOOL PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislature, the school has experienced growth in buildings and facilities during the past several years. The school plant consists of approximately 150 acres with buildings and facilities now valued at over nine million dollars. There are seventeen main brick buildings. All residence halls, classrooms and offices are air conditioned.

In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.

ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, dean of instruction, business manager, adult and continuing education director, public information director, computer analyst, and the Board of Trustee's room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. The 7,995 square foot facility was built in 1962 as the library for the college but was renovated for administrative use when the Burton Library was occupied. It is modern, spacious, and comfortable and is located on the front of the campus adjacent to the student services building.

HUFF AUDITORIUM AND STUDENT SERVICES BUILDING

This structure has a seating capacity of one thousand and is conveniently located at the front of the campus. The auditorium has excellent acoustics and equipment and is used by the college and community for a variety of activities. Located on the ground floor are several of the student services offices. A major refurbishing of Huff Auditorium, funded by donations to the East Central Community College Development Foundation, Inc., is currently in the final phase.

BURTON LIBRARY

Occupied during the 1976-77 school year, this building is located near the center of the campus and contains a large reading area, a conference room, a spacious lobby, librarians' offices, a workroom, a faculty reading room, nine study rooms, and a room for special collections. Total seating capacity, mostly at individual and grouped carrels, is 250; and shelving is

provided for 50,000 volumes. Provision is also made for housing non-book materials. Closed circuit, public, or commercial television viewing is available in any area of the building. Other media include slides, filmstrips, audio tapes, film loops, and micro texts.

SULLIVAN CENTER

The first floor of the student center houses the grill, bookstore, and post office while the nurse and the adult learning lab are located on the second floor.

MADRY DINING HALL

Remodeled in 1979, it is a modern building containing four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Gold Room, which seats 120; the Gordon Room, which seats 50, and the Magnolia Room, which seats 20.

THE STUDENT ACTIVITY CENTER

The office of the Director of Student Activities is located in this building along with many student special activity facilities.

CROSS HALL

The modern science building contains the classrooms and laboratories for the biological, chemical, computer, and physical sciences. In 1990, the chemistry laboratory was completely renovated with modern Laboratory tables, equipment, and controlled, vented chemical storage areas added.

NEWSOME HALL

Completed in 1957, the sophomore women's dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty women and the dormitory supervisor. Total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures.

JACKSON HALL

The freshman women's dormitory was remodeled in 1963 and again in 1978. Another renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures. It houses 125 women and contains the office and apartment of the dormitory supervisor.

NESHODA COUNTY HALL

This two-story dormitory for men was constructed in 1971. It consists of thirty-one rooms which house sixty-two students.

SCOTT COUNTY HALL

This two-story dormitory for men was constructed in 1972. It consists of an apartment for the director of housing and thirty-one rooms which house sixty-two students.

TODD HALL

This dormitory for men was completed in 1957. It is arranged in suites rather than conventional halls found in most men's dormitories. Seventy-two men are housed in this dormitory. A total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation.

WINSTON HALL

This residence hall was completely renovated in 1989 and 1990 with structural changes to bring it up to modern standards for housing students. This renovation provided an energy efficient, attractive facility for men. It consists of forty-one rooms which house eighty-two students.

THE VOCATIONAL-TECHNICAL ANNEX BUILDING

Completed in 1969, this building is located on the north side of the campus and contains classrooms, offices, and laboratories for several vocational-technical programs.

BRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER

Containing over 58,000 square feet of floor space, this facility opened in 1969 and houses automated manufacturing technology, business technology, computer technology, electronic technology, drafting technology, metal fabrication technology, precision machining technology, and programs in air-conditioning and refrigeration, electricity, automotive mechanics, and body and fender repair.

THE FINE ARTS BUILDING

Occupied in 1969, this facility contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms for the teaching of music and art, and art studios.

DIACKEEN-WOOD PHYSICAL EDUCATION BUILDING

This building was constructed in 1970 and is located near the football stadium. Offices for football, baseball, and basketball are housed in this facility in addition to dressing facilities, the varsity basketball court, and the weight room.

NEWTON HALL

This two-story classroom building was constructed in 1975 and houses English, Mathematics, Social Science, History, Journalism, Education, and Psychology departments. Also, sixteen faculty offices are located in this building along with several support facilities.

OTHER BUILDINGS

THE PRESIDENT'S HOME

Located on the main street of the town of Decatur at the southeast corner of the campus, this spacious home was constructed in 1961.

LEAKE HALL

This two-story building containing sixteen apartments was originally constructed for married students. Today it is occupied by both faculty and married students. A major renovation of this building was completed during the 1994 spring semester.

FACULTY HOUSES

There are eleven of these houses located at various sites on the college property.

ATHLETIC FIELDS

THE FOOTBALL STADIUM

Warrior Field was relocated in 1967 and is now equipped with the most up-to-date high intensity lighting, speaker system, and an enlarged seating capacity.

INTRAMURAL FIELD

This playing field is located north of the baseball field and contains an area for intramural sports.

CHRIS GAY IV MEMORIAL BASEBALL FIELD

Situated near the football stadium this well located facility was completed with a gift from the family of former student Chris Gay IV. It has up-to-date lighting, a press box, and aluminum seating.

TENNIS COURTS

Located north of Newsome Hall, this facility contains four lighted tennis courts.

WOMEN'S SOFTBALL FIELD

The playing field is located north of the baseball field. Construction of this field was completed during the 1994 spring semester.

STUDENT ORGANIZATIONS

Student organizations include:

Freshman Class, President's Council, Sophomore Class, and Student Body Association

Order Society:

Phi Theta Kappa, Scholars Bowl

Clamular organizations include:

Alpha Alpha Epsilon, HOSA, Mu Alpha Theta, Phi Beta Lambda, Sigma Sigma Mu Tau, Student Education Association, Post Secondary Association of Students and Teachers of Early Childhood Education, and VICA

Special interest organizations include:

Accents, Athletics, Band, Cheerleaders, Collegians, Diamond Girls, ECCC Choir, Fashion Squad, Gospel Choir, L.I.F.E., Native American Association, New Directions, Residence Hall Councils, S.A.D.D., and Warrior Corps

Religious organizations include:

Baptist Student Union, Newman Club, and Wesley Foundation

Publications include:

Tom-Tom and Wo-He-Lo



CHAPTER 3

FINANCIAL INFORMATION

Expenses for the 1991-92 Regular Session

FIRST SEMESTER	Dormitory Student	Day Student
Matriculation Fee	\$ 450.00	\$ 450.00
Registration Fee (Non-refundable)	\$ 50.00	\$ 50.00
Room Fee	\$ 375.00	
Board (5 day meal ticker)	\$ 540.00	
Total First Semester	\$1415.00	\$ 500.00
SECOND SEMESTER		
Matriculation Fee	\$ 450.00	\$ 450.00
Registration Fee (Non-refundable)	\$ 50.00	\$ 50.00
Room Fee	\$ 375.00	
Board (5 day meal ticker)	\$ 540.00	
Total Second Semester	\$1415.00	\$ 500.00
Total for Year	\$2830.00	\$ 1000.00

Each dormitory student is required to purchase a meal ticker. Students who prefer the Deferred Payment Plan may pay their board in the following way:

FIRST SEMESTER

1. \$180.00 - upon entrance
2. \$180.00 - September 26, 1994
3. \$180.00 - November 7, 1994

SECOND SEMESTER

1. \$180.00 - upon entrance
2. \$180.00 - February 20, 1995
3. \$180.00 - April 3, 1995

The 1995-96 academic fee dates will be released in an addendum. Cosmetology students see "11" under General Information

GENERAL INFORMATION

1. There is no special charge for music, or business courses for full-time students. There is a \$15.00 fee for laboratory science courses.
2. Fees are an additional \$600.00 per semester for out of-state students.
3. If the deferred payment plan is used and these payments are not made, there will be an additional charge of \$5.00 added to the account.
4. All fees are payable in advance on the date due as indicated in the "Board Calendar."
5. All students who fail to clear their accounts with the college seven (7) school days prior to the starting date for examinations each semester will be dropped from school. A written notice will be mailed to the student when this action is taken.
6. For registration on dates other than those listed on the college calendar there will be an additional charge of \$15.00 added to the account.
7. All students who expect to register for fall semester as scheduled should complete admission requirements by August 1. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.
8. Part-time students will pay fees at the rate of \$50.00 per semester hour at the time they register.
9. Adults who are 65 years of age or older may attend East Central Community College with matriculation fees waived.
10. East Central Community College reserves the right to change all charges published if it should become necessary.
11. Cost for the 12 months Cosmetology Program is \$1700.00 which includes books and cosmetology kit. A first time student has a first time charge of \$200.00 for special supplies. Students applying for cosmetology must make an advanced partial tuition payment of \$50.00 in order to get on the admission list. (Non-refundable). Charges may be made the following way:

Fall Semester	\$500.00
Spring Semester	\$500.00
Summer Semester	\$500.00

 Room and Board are same as listed on opposite page.
12. Cost for the twelve-month Licensed Practical Nursing (LPN) Program is \$1,500.00. This includes a non-refundable \$50.00 per semester registration fee and \$450.00 per semester for tuition costs. Charges may be made in the following manner:

Fall Semester	\$500.00
Spring Semester	\$500.00
Summer Semester	\$500.00

 Room and Board are same as listed on opposite page.

FIRST COURSE FREE

East Central Community College has a policy to encourage adults who have not attended college previously to try college free. Any adult in the county district who has not previously enrolled in college and who otherwise meets entrance requirements may take the first college credit course free at any location in the district.

For purposes of this policy, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The \$50.00 per semester fee will be waived for the first course only.

Those interested should contact the Admissions, Records and Research Office at East Central Community College or attend registration as announced at the location where they plan to enroll.

REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

Part-time students will not be granted tuition refunds after the first class meeting.

Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.

Meal ticket refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.

The refund policy of East Central Community College for Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Director of Admissions, Records, and Research of the college.

THE COLLEGE BOOKSTORE

The bookstore on the campus is operated as a convenience to students and instructors in securing books when needed.

Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This change of textbooks reduces the total cost of books for each student. Books will be purchased from students at the end of each semester during the examinations.

HOUSING AND BOARDING POLICIES

East Central Community College operates a cafeteria, six residence halls and an apartment building. The cafeteria and all residence halls are modern, air-conditioned facilities.

The apartments are small and only large enough to accommodate one family. Two families will not be allowed to live in the same apartment. In cases where a close single relative is enrolled at EC the student may be allowed to reside in the apartment with the family, but there will be an additional charge for utilities. The rent is \$100.00 per month. Students interested in these accommodations should contact the Business Manager.

Residence halls are provided on campus, and students are encouraged to live in the residence halls. All dormitory rooms are assigned based on the date the deposit of \$50.00, which includes a key deposit of \$5.00, is received. However, room assignments are made only to students who have an application for admission on file in the Admissions Office. Students must send the room deposit with the application for admission. Room deposit should be sent to the Business Office when not accompanying an application.

Room deposits are refundable if a student chooses not to attend East Central, but the school must receive the request for the refund prior to August 15. After August 15, the room deposit is refunded when the student officially withdraws from the residence hall.

If a student has a preference for a particular room or roommate the student should accompany the payment of the room deposit. East Central's dormitories are furnished, and the student will only need to provide bed linen.

Mabry Cafeteria offers wholesome but inexpensive meals for students. All residence hall students are required to purchase meal tickets and they must present these tickets along with their ID cards each time they eat in the cafeteria. Students may not lend their meal tickets to other people. Also, the cafeteria is closed when the school is not in session on official holidays.

STUDENT HOUSING

Residence Requirements for East Central Students

Full-time single students who are receiving activity scholarships (athletic, cheerleader, band, Collegians, Centralettes, flag corps, or rifle corps) will be required to live on campus in the college's residence halls. Exceptions are made for those students who live with parents or legal guardians and commute and for those who have a substantiated medical reason for not living on campus.

Single students less than 21 years of age who do not receive an activity scholarship and do not commute from their parents' or legal guardian's home must have on file in the Dean of Students' office a release statement signed by the parents/guardians granting permission to live off campus. This release statement may be obtained from the Dean of Students' office.

NOTE: The justification or reason for this policy is for the protection and security of students, parents, and school officials involved in emergency situations that might occur with the aforementioned parties.

STUDENT ACCOUNTS

Payment of student's expenses may be made by cash, check or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. The college will keep money or other valuables in its vault on request. There will be a charge of \$7.50 for all checks returned as NSF or Stop Payment.

STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office
East Central Community College
P. O. Box 129
Decatur, Mississippi 39327
Telephone: (601) 635-2111, Ext. 218

SECTION I: FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT — This Federal Program is designed to provide financial assistance to students on the basis of need. Any eligible student may receive a Pell Grant. A Pell Grant is not a loan; therefore, it does not have to be paid back.

STATE STUDENT INCENTIVE GRANT (SSIG) — The State of Mississippi through a matching grant program with the Federal Government provides grants to eligible Mississippi residents. Very limited funds are available to students with substantial financial need.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

WORK-STUDY — East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students are awarded jobs based on need and academic ability. This program gives students a chance to earn money to help pay their educational expenses.

FEDERAL STAFFORD LOAN — A Federal Stafford Loan is a low-interest loan made to the student by a lender such as a bank, credit union, or savings and loan association to help with educational expenses. Two types of Federal Stafford Loans are available: Subsidized Federal Stafford Loans and Unsubsidized Federal Stafford Loans for middle income borrowers.

PLUS/SLS LOAN — PLUS/SLS loans provide additional funds to students to help with educational expenses. Like the Stafford Loans, these loans are made by a lender.

INSTITUTIONAL SCHOLARSHIPS — East Central Community College offers various scholarships to eligible students.

ACT Scholarships — The ACT Scholarships listed below will be available to any Mississippi resident who enrolls fulltime at East Central Community College the fall semester following high school graduation. The ACT Scholarship will be available to the student for four (4) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

ACT Composite	(20-23) -	A scholarship in the amount of \$100 will be awarded each semester to the eligible student.
ACT Composite	(24-26) -	A scholarship in the amount of \$300 will be awarded each semester to the eligible student.
ACT Composite	(27-30) -	A scholarship in the amount of \$500 will be awarded each semester to the eligible student.
ACT Composite	(31-36) -	A full scholarship (matriculation fee, room and board) will be awarded each semester to the eligible student.

Art Scholarship — The Art Department awards tuition scholarships to two students provided they meet the criteria established by the department. To be eligible, a student must:

1. declare art as their major,
2. submit a minimum of ten quality works of art in various media such as: pencil, pen and ink, pastel, oil, acrylic or water color, and
3. enroll as a full-time student at East Central.

To remain eligible, a recipient must:

1. maintain a 2.0 grade point average with a 3.0 in art, and
2. design various images for the college.

Athletic Scholarships — Baseball, basketball, football, tennis, and women's softball scholarships are awarded by the respective coaches. The athlete must meet the eligibility requirements of East Central Community College, the Mississippi Community and Junior College Association, and the National Junior College Athletic Association. The scholarships are awarded each semester in multiples of 1/10 up to a full for baseball, basketball, and football. Tennis and women's softball scholarships are awarded each semester in multiples of 1/10 up to the amount of the matriculation (tuition) fee.

Band Scholarships — The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, orchestra, and Collegians. Scholarship amounts vary depending upon participation in the various groups.

Cheerleader Scholarships — Cheerleader Scholarships are awarded to eleven students (ten cheerleaders and one mascot) who are selected by a committee. The scholarships are awarded in the following amount each semester: matriculation fee.

Mathematics Contest Scholarship — The Mathematics Department sponsors a Mathematics Contest and Seminar in the spring each year for high school juniors and seniors in the East Central District. The winner of the mathematics contest receives a three hundred dollar (\$300) tuition scholarship when entering East Central in the fall semester.

Music Scholarships — The Music Department offers the following vocal and piano scholarships.

Matriculation scholarships are awarded to two students in voice and two students in piano each year provided that they meet the criteria established by the department.

STATE STUDENT INCENTIVE GRANT (SSIG) — The State of Mississippi has a matching grant program with the Federal Government provided to eligible Mississippi residents. Very limited funds are available to students with substantial financial need.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

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FEDERAL STAFFORD LOAN — A Federal Stafford Loan is a low-interest loan made to the student by a lender such as a bank, credit union, or loan and loan association to help with educational expenses. Two types of Federal Stafford Loans are available: Subsidized Federal Stafford Loans and Unsubsidized Federal Stafford Loans for middle income borrowers.

PLUS/SLS LOAN — PLUS/SLS loans provide additional funds to students for educational expenses. Like the Stafford Loans, these loans are made by a lender.

INSTITUTIONAL SCHOLARSHIPS — East Central Community College offers various scholarships to eligible students.

ACT Scholarships — The ACT Scholarships listed below will be available to a Mississippi resident who enrolls fulltime at East Central Community College the fall semester following high school graduation. The ACT Scholarship will be available to the student for four (4) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

ACT Composite	(20-23) - A scholarship in the amount of \$100 will be awarded each semester to the eligible student.
ACT Composite	(24-26) - A scholarship in the amount of \$300 will be awarded each semester to the eligible student.
ACT Composite	(27-30) - A scholarship in the amount of \$500 will be awarded each semester to the eligible student.
ACT Composite	(31-36) - A full scholarship (matriculation fee, room and board) will be awarded each semester to the eligible student.

Art Scholarship — The Art Department awards tuition scholarships to two students provided they meet the criteria established by the department. To be eligible, a student must:

1. declare art as their major,
2. submit a minimum of ten quality works of art in various media such as pencil, pen and ink, pastel, oil, acrylic or water color, and
3. enroll as a full-time student at East Central.

To be eligible, a recipient must:
1. maintain a 2.0 grade point average with a 3.0 in art, and
2. design various images for the college.

Athletic Scholarships — Baseball, basketball, football, tennis, and women's basketball scholarships are awarded by the respective coaches. The athletes must meet the eligibility requirements of East Central Community College, the Mississippi Community and Junior College Association, and the National College Athletic Association. The scholarships are awarded each semester in multiples of 1/10 up to a full for baseball, basketball, and football. Tennis and women's softball scholarships are awarded each semester in multiples of 1/10 up to the amount of the matriculation (tuition) fee.

Band Scholarships — The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, orchestra, and Collegians. Scholarship amounts vary depending upon participation in the various groups.

Cheerleader Scholarships — Cheerleader Scholarships are awarded to eleven students (ten cheerleaders and one mascot) who are selected by a committee. The scholarships are awarded in the following amount each semester: matriculation fee.

Mathematics Contest Scholarship — The Mathematics Department sponsors a Mathematics Contest and Seminar in the spring each year for high school juniors and seniors in the East Central District. The winner of the mathematics contest receives a three hundred dollar (\$300) tuition scholarship when entering East Central in the fall semester.

Music Scholarships — The Music Department offers the following vocal and piano scholarships. Matriculation scholarships are awarded to two students in voice and two students in piano each year provided that they meet the criteria established by the department.

Recipients must:

1. declare music as their major
2. audition before the music faculty
3. enroll as full-time students
4. maintain a 2.0 grade point average overall with a 3.0 in music
5. perform as members of the Concert Choir

The Choral Department also awards scholarships to students who audition and are selected for the East Central Accents, a small vocal ensemble. Students are selected for this group by the choral director. The amount of the scholarship is \$225 per semester.

Non-Traditional Student Tuition Scholarship for Full-Time Students - The non-traditional student tuition scholarship will be available to any qualified Mississippi resident 23 years of age or older, at the time of initial enrollment who enrolls full-time at East Central Community College in Decatur. The scholarship will be available to the student for three (3) consecutive semesters following the first twelve semester hours earned as either a part-time or full-time student at East Central.

To be eligible, a recipient:

1. Must enroll as a full-time academic or technical student on the Decatur campus;
2. Must have earned all previous college credit as a student at East Central;
3. Must have earned a minimum of 12 semester hours but no more than 21 semester hours of college credit as either a full-time or part-time student at East Central Community College;
4. Must have demonstrated the capacity and a strong desire to obtain a college education by maintaining a 3.0 GPA or higher for each previous semester at East Central;
5. Must complete a scholarship application form and submit it to the Dean of Students' Office; and
6. Must show potential for leadership, academic excellence, and have high moral standards and good character as documented by two letters of recommendation.

The recipients will be selected by the College Scholarship Committee from students who meet the criteria listed above. Proceeds from the scholarship will be credited to the recipients' account in the Business Office and may be used to pay for tuition only. Any student awarded the non-traditional student scholarship must maintain a B (3.0) average each semester and must remain enrolled as a full-time student to retain the scholarship. (See the College Catalog, Section II: Financial Aid Policies for further requirements.)

Solutorian Scholarships - A scholarship in the amount of \$200 will be awarded to the solutorian of each high school in the five-county district who enrolls full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II; Financial Aid Policies for further requirements.

Valedictorian Scholarships - A scholarship in the amount of \$300 will be awarded to the valedictorian of each high school in the five-county district who enrolls full time at East Central Community College in the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II; Financial Aid Policies for further requirements.

Vocational-Technical Scholarships - These scholarships are available in the vocational areas which are part of programs offered at East Central. The vocational/technical counselor will make the awards to the winners.

To receive an FBLA, VICA, or Outstanding Student Scholarship, the student must enroll full-time at East Central Community College the fall semester following high school graduation.

To receive an FBLA, VICA, or Outstanding Student Scholarship, the student must enroll in the program area for which the scholarship was awarded.

To retain the FBLA, VICA or Outstanding Student Scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average is removed from the scholarship. The scholarship will be reinstated if the student earns a B (3.0) average the following semester.

1. A scholarship of \$100.00 per semester for four semesters will be awarded to the outstanding senior student from each Cluster Area of the three vocational Centers in the East Central Community College District. The recipient will be selected by the Director and teachers at each center in consultation with East Central's Vo-Tech Counselors and Instructors.
2. A scholarship of \$100.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the District VICA competition.
3. A scholarship of \$100.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the District FBLA competition.
4. A scholarship of \$300.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the state high school VICA competition.

5. A scholarship of \$300.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the state high school FBLA competition.
6. A full scholarship (matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school VICA competition.
7. A full scholarship (matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school FBLA competition.

ENDOWED AND OTHER SCHOLARSHIPS - Endowed and other Scholarships are funded by individual or group donations and are made available to eligible students.

R. W. Bounds Scholarship - The R. W. Bounds Scholarship was established in 1986 by Mr. Sam Bounds, son of the person for whom the scholarship was named and member of the East Central Community College Board of Trustees. The elder Mr. Bounds was the founder of B and W Feed Service in Lawrence, Mississippi.

This scholarship is awarded to a graduate of Newton High School in the amount of \$100 a year for attendance at East Central Community College. The recipient will be named by the principal and vocational agriculture instructor at Newton High School. The recipient must have excelled as a student in vocational agriculture and must have displayed outstanding interest and involvement in the field of agriculture. An additional factor in the selection process shall be the need of the recipient for financial assistance to attend East Central Community College.

The scholarship will be awarded to the recipient at the annual Newton High School Awards Day Program.

The Carthage Bank Scholarship - This scholarship was established in 1992 by The Carthage Bank. The scholarship will be available annually to a selected recipient whose legal residence is in Leake County. This full tuition scholarship will be available for the fall and spring semesters of each recipient's freshman year.

To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation
- (2) must be a legal resident of Leake County
- (3) have demonstrated leadership ability in his/her high school
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

The Citizens Bank of Philadelphia Scholarship - This scholarship was established in 1992 by The Citizens Bank of Philadelphia. The scholarship

will be available to a selected recipient from one of the four East Central Community College District counties served by this bank. These counties include Leake, Neshoba, Newton, and Scott. This full tuition scholarship will be available for the fall and spring semesters of each recipient's freshman year.

To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation
- (2) reside in an area served by The Citizens Bank of Philadelphia in the East Central Community College District
- (3) have demonstrated leadership ability in his/her high school
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

Carl and Doug Cooper Memorial Scholarship - This scholarship was established in 1990 by Mrs. Carl (Lois Blount) Cooper and her children Mike and Tam. Carl Cooper was a devoted alumnus of East Central Community College and Mississippi State University. Doug Cooper was the son of Mr. and Mrs. Carl Cooper. The scholarship in the amount of \$400 will be awarded annually to a graduating sophomore at East Central who plans to complete his/her education at Mississippi State University. The recipient will be chosen by a committee based on the following criteria: good moral character, exemplary citizenship, high academic record (cumulative 3.5 GPA), and participation in college activities. The recipient must enroll at Mississippi State University in order to receive this scholarship. The award will be announced at the annual Awards Day program each year.

W. R. Covington Scholarship - This scholarship was established in 1985 by Dr. Eddie M. Smith, President of East Central Community College, in recognition of the support and assistance Mr. W. R. Covington of Noxacater, MS, has provided for many students to aid them in attending college and personally for his encouragement and financial support of Dr. Smith when he was a student at East Central Junior College. This scholarship is awarded to a graduate of Noxacater High School in the amount of \$150 for one year for attendance at East Central. One-half of the scholarship will be awarded each semester.

The Nellie Neill Cross Memorial Scholarship - This scholarship was established in memory of the late Nellie Neill Cross by her former students and friends. Mrs. Cross served East Central as a member of the faculty, as manager of the Sullivan Student Center and as a loyal supporter of the College for more than fifty years. The scholarship will be annually awarded to an entering freshman who plans to major in music with an emphasis in voice.

Fred Preston Dallas and Maudie Threast Dallas Memorial Scholarship - This scholarship was established in 1991 to assist deserving graduates of Neshoba Central High School who reside in the southeast quarter of Neshoba County (indicated on an available map) to attend East Central Community College. It was established and funded by the children of Mr. and Mrs. Dallas in their memory and in honor of their interest in education. Seven of Mr. and Mrs. Dallas' eight children attended East Central Junior College.

In the event that an eligible student is not selected from the designated area during a period of five years, then any eligible student living in Neshoba or Newton Counties may be considered. In the event an eligible student is not selected during the following five-year period from these two counties, then any eligible student may be considered from the entire community college district.

Requirements:

1. Available for four consecutive semesters to qualified entering freshmen whose family contributions are from fifty (50) percent to one hundred fifty (150) percent of each student's financial aid budget.
2. The person selected must have high moral standards, good character, and must not be a substance abuser.
3. The recipient must have demonstrated the capacity and a strong desire to obtain a college education.
4. The award will be for students pursuing an academic (university transfer) education only.
5. The scholarship is to be awarded on Awards Day at the appropriate high school.
6. The recipient must show potential for leadership and academic excellence.
7. It is intended that each recipient receive the award for each of four semesters if they make a 3.5 GPA each semester, continue to have a financial need, and have a clear disciplinary record.
8. Funds from this scholarship are to be applied to the educational expenses of the recipients.
9. The recipients are selected by the College Scholarship Committee. The freshman recipients will be selected from students recommended by at least four of their senior year high school classroom teachers who agree that the students meet the above requirements.

Opal McMullan Dickerson Memorial Scholarship - This scholarship was established by the Marion McMullan family in memory of their daughter, Opal. It is awarded to a sophomore, who is majoring in elementary education. Selection is made by the student education association advisor

and is based on academic success and potential, and the contribution to the student education organization.

Obe S. Farish Memorial Scholarship - This scholarship was established in 1966 by the family of Obe S. Farish to honor his memory and to assist a worthy student from Noxapater High School who will attend East Central Community College. Mr. Farish was a patron of Noxapater High School for nearly thirty years, having at least one child in school there continuously from 1939 until 1966. Of the five children, three attended East Central Junior College. The scholarship, the amount of \$300, will be awarded annually at the Noxapater High School Awards Day Program with the money being deposited in the Business Office at East Central Community College, \$150 per semester.

Robert G. Fick Memorial Scholarship - This scholarship was established by the family of Robert G. Fick who was a devoted music instructor at East Central Community College from 1951-1978. After his retirement, he continued to work in civic and community activities until his death on July 26, 1990. In addition to receiving a cash award of \$100, each year's recipient will have his/her name inscribed on a loving cup which was purchased by the family. This loving cup will remain on permanent display in the college's trophy case.

The criteria for the scholarship include sophomore standing with no less than 46 cumulative hours earned and a GPA of no less than 2.00. In addition, the recipient must have shown a dedication to the betterment of the music department through untiring work. Financial need and field of study are **not** criteria for selection.

The Dean of Students working with the scholarship committee will be responsible for selecting the recipients of the scholarship and the East Central Band Director will make the annual presentations.

R. O. and Bertha Hannah Scholarship - This scholarship was established in 1991 by the sons of R. O. and Bertha Hannah to honor their parents for the motivation, assistance, and encouragement they provided their children. Mr. and Mrs. Hannah encouraged their sons to acquire the education each would need to help assure a successful future. All four of the Hannahs' sons attended East Central Junior College.

This scholarship will be awarded annually to an entering freshman from Scott County. Eligible recipients of this scholarship must have the demonstrated potential for successful college study and must be able to demonstrate the need for financial assistance.

The Dean of Students working with the Scholarship Committee will select the recipients annually.

F. E. Leatherwood Memorial Scholarship - This scholarship was funded by the family and friends of F. E. Leatherwood, longtime member of the

biology department faculty at East Central Community College. The scholarship is awarded each year to a freshman at Awards Day who is returning for the fall semester. The recipient is selected by the science faculty.

The Herman and Mosoura Rigby Memorial Scholarship - This scholarship was established in 1993 by Dr. M. G. Rigby who attended East Central Junior College in 1965 and 1966. Dr. Rigby came to East Central as an out-of-state student to major in education. He went on to complete his BA degree at the University of Southern Mississippi, and his MA and EdD degrees at the University of Mississippi. His parents were of great inspiration to him as he pursued his educational goals. It was in the memory of Dr. Rigby's parents that this scholarship was established.

This two-semester scholarship will be awarded annually to an out-of-state entering freshman who demonstrates both the need for financial assistance and an aptitude for success as a student.

The amount of each scholarship award will equal fifty-percent of the annual interest earned on the invested scholarship corpus. The remaining fifty percent of the annual interest earned will be added to the corpus.

The annual recipients of this scholarship will be selected by the Scholarship Committee from the pool of qualified applicants.

Sunburst Bank Scholarship - This scholarship was established in 1992. Sunburst Bank operates branch offices in Decatur, Union, Philadelphia, Louisville, Forest, and Newton. The scholarship will be available to a selected recipient from one of the four counties served by Sunburst Bank in the East Central Community College District. The value of this fall semester tuition scholarship is equal to the current published matriculation fee for one semester.

To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation
- (2) reside in the East Central Community College District
- (3) have demonstrated leadership ability in his/her high school
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

Kinoh and Ella Mae Thornton and Emerson Electric Scholarship - The Kinoh and Ella Mae Thornton and Emerson Electric Company Scholarship was established by Mr. and Mrs. Thornton and Emerson Electric Company in 1991 as a tribute to the college for its many positive contributions to the Thorntons' lives. The contributions by the Thorntons and Emerson Electric Company totaled \$10,000.00 which was used to establish the endowment for the scholarship.

interest and dividends and, if required, the sale of shares of stock from the investment will be used to fund scholarships in the amount of \$1,000.00 each to be awarded to cover four semesters of study. Thus, scholarship awards will be made on alternate years unless the full amount of an awarded scholarship is not utilized. The investment endowment shall never fall below \$10,000.

To be eligible for this scholarship, the recipients must:

1. Reside in one of the five counties served by East Central Community College. Preference shall be given to applicants from Newton and Heshoba Counties.
2. Have family contributions or financial aid needs analysis forms that are from fifty (50) percent to one hundred (100) percent of the students' financial aid budgets.
3. Have the demonstrated ability to profit from higher education by having achieved acceptable grades in high school and by having participated in community projects or work experience.
4. Have high moral and ethical values.
5. Project the reasonable probability that they would not attend college if they did not receive assistance from this scholarship fund.

If on any year no one applies who substantially meets all of the above qualifications, no award will be made and the fund will accumulate. The Dean of Students of the College shall be responsible for notifying qualified high school students as to the availability of this scholarship. The college's Scholarship Committee shall screen all applications and make the final selections.

The Lavern Vowell Memorial Scholarship - This scholarship was established in 1993 by Elizabeth, E. L., and David Vowell to honor the memory of their husband and father, Mr. Lavern Vowell, and to assist a worthy student in attending East Central Community College.

The scholarship which will be awarded each year to an entering freshman will cover the cost of tuition for two semesters.

Each recipient of this scholarship must be a major in some field of business administration. Each recipient must have a demonstrated need for financial assistance and must have a demonstrated potential for academic success. Preference will be given to applicants for the scholarship who are or have been employed by Triple V, Inc.

Applications for this scholarship will be received by the Dean of Students at the College. The College's scholarship committee will be responsible for the final selection of each year's recipient.

General William Patrick Wilson Memorial Scholarship - This scholarship was established by the Class of 1937, family, friends, and associates of General Pat Wilson. It honors his memory as a coach, dormitory supervisor, teacher, and National Guard officer at East Central Junior College from 1933 to

1940, and his long and colorful military career. From his Pre-World War days, when he was affectionately known as "Captain Par", to his many decorated combat service in the European Theater of Operations, and his outstanding record as Adjutant General of Mississippi, Par Wilson was a remarkable leader of men.

It is the expectation of those who fund it that this scholarship will aid college students to develop such leadership qualities as he displayed. It will be administered by the Scholarship Committee of East Central Community College within the restrictions set by the founding Committee which are:

- (1) All funds contributed will be placed in endowment with only the interest expended each year for scholarships.
- (2) Recipients are to be selected annually by the College Scholarship Committee from students who have attained sophomore standing, a 3.0 grade point average, and who have a demonstrated need for financial assistance.
- (3) To retain the scholarship for a second semester a student will be required to maintain a minimum of a 2.5 grade point average on the 4.0 system.
- (4) The award each year will be made on Awards Day so that due recognition may be given the recipient.

SECTION II: FINANCIAL AID POLICIES

FEDERAL PROGRAMS — In order to be eligible to receive financial aid at East Central Community College, students are expected to maintain satisfactory progress toward their certificate or degree objective in the academic, technical, or vocational programs. Satisfactory progress for Title IV aid (Pell Grant, State Student Incentive Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, Stafford Loan, or PLUS SLS Loans) for the various programs for full-time students is defined below. The required number of hours to be completed will be reduced proportionately for part-time students. At the end of the time frame allowed for the completion of a program, students will not be eligible to receive financial aid regardless of their grade point average or cumulative hours earned.

1. The time frame for the number of hours to be completed and the grade point average required is as follows:

At the end of this semester	1	2	3	4	5	6
A student must have accumulated at least this many hours	9	18	28	40	52	64
With at least a cumulative grade point average of	1.0	1.5	1.75	2.0	2.0	2.0

2. A student who does not meet these standards will be placed on financial aid probation for a semester. During the probationary semester, a student will continue to be eligible for financial aid. Upon completion of the probationary semester a student who does not meet the satisfactory progress standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved.
3. A student's entire record at East Central Community College will be evaluated to determine eligibility for financial aid regardless of whether or not the student has received aid for all semesters.
4. Upon enrolling at East Central, a transfer student will be considered to be maintaining satisfactory progress and will therefore be allowed to receive financial aid for one semester without the transfer credits being considered. At the end of that semester the transfer student's entire record, including not only the credits earned at East Central but also the accepted transfer credits from the previous institution, will be evaluated to determine if the student is maintaining satisfactory progress in the program being pursued by the student.
5. Developmental courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.
6. The procedure for determining satisfactory progress as related to incomplete grades, withdrawing from a course, or repeating a course will be the same as those procedures followed by the Admissions and Records Office. Students may obtain additional information about these procedures from the Office of Admissions, Records, and Research or the Financial Aid Office.
7. Students who wish to appeal the decisions and financial aid awards made by the Financial Aid Office should submit a written request for an appeal to the Director of the Financial Aid Office. The written request should include any information relative to the case. The appeal will be reviewed by the Financial Aid Appeal Committee. The student will be notified in writing of the committee's decision.

INSTITUTIONAL PROGRAMS - The following information is related to scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy

coincides with the academic probation and suspension policy of the college; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.

2. To retain an ACT, Salutorian, or Valedictorian scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, will get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Section I: Financial Aid Programs for further eligibility requirements.
3. Total financial aid in scholarships from East Central Community College for dormitory and commuter students may not exceed the published cost of matriculation fee, room and board. Each student must pay the registration fee each semester (scholarship can not cover this fee).
4. Total financial aid awards for a student which includes Title IV aid and institutionally funded aid may not exceed the campus-based budget or the student's need as determined by the need analysis document.

AWARD NOTIFICATION - Students who complete the financial aid application requirements and who provide all required forms by May 1 will be notified regarding their financial aid awards, normally, by the end of July.

Students who apply after the May 1st priority deadline will be notified generally 4 to 8 weeks after all required forms have been turned in to the Financial Aid Office.

Until the beginning of each semester, award letters will be mailed to the address listed on the student's financial aid application.

After the beginning of each semester, the only students who will receive award letters by mail are those enrolled in evening classes. All other students will be notified through the daily "Student Bulletin" to come to the Financial Aid Office to complete the necessary paperwork.



CHAPTER 4

ACADEMIC POLICIES

REQUIREMENTS FOR ADMISSION

East Central Community College ascribes to the "Open Door" policy and generally admits all students from its district who can profit from the instructional program. Specific policies follow.

ACADEMIC AND TECHNICAL STUDENTS

To be admitted to the full-time academic or technical programs applicants must either

- (1) Present a high school transcript with 17 or more acceptable units or
- (2) Present a high school equivalency certificate from the State Department of Education or satisfactory scores on the General Education Development Test.

Before admission can be granted the following must be in the office of admissions:

1. A college application on the official form supplied by the college
2. A transcript of high school and previous college record
3. Scores on the American College Test (applicants 23 years of age and over are exempt from the ACT requirement)
4. A \$50.00 room deposit if the applicant is to reside in a dormitory

Admission to East Central Community College does not guarantee admission to a specific program of study.

HEALTH RELATED STUDENTS

Associate Degree Nursing (ADN)

The associate degree nursing program is a two-year program designed to provide educational opportunities for qualified students desiring a career in nursing. The program responds to the expanding health care needs of the district and state. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experiences. Graduates will receive an Associate of Applied Science degree (AAS) and will meet the requirements of the State Board of Nursing to write the National Council Licensure Examination for Registered Nurses.

The East Central Community College associate degree nursing program admits one class each year beginning in the fall semester. Nursing students must meet the same general admission requirements as all applicants to East Central Community College. In addition, they must meet the three requirements listed below:

1. In accordance with the admission requirements of the Board of Trustees of State Institutions of Higher Learning, an applicant must have an ACT score of 18 (15 if taken prior to October 1989). Students with less than the required ACT composite score must have completed a minimum of 12 semester hours with a 2.0 grade point average. A minimum grade of "C" in Anatomy & Physiology I & II must be included in the 12 hours.
2. Applicants must score at the 50th percentile on the Nurse Entrance Exam.
3. Satisfactory completion of MAT 1233, intermediate algebra or higher; CSC 1123, microcomputer applications; and BIO 1514/1524, anatomy and physiology I & II. (An applicant may be accepted into the ADN program prior to completing these courses; whereupon these courses must be completed in the summer prior to beginning nursing classes in the fall.)

The number of students admitted is based on the number of nursing faculty on staff. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or full-time equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one.

The applicant must have the following information on file in the Office of Admissions, Records, and Research by April 1, of the year of admission:

1. East Central Community College application,
2. ADN program application,
3. ACT score,
4. Transcripts from all colleges previously attended (if applicable),
5. High School transcript or GED score report,
6. Nurse Entrance Exam Score, and
7. Evidence of current licensure as a practical nurse (if applicable).

The freshman class is selected during the spring semester prior to the fall admission period and is based on data received by the April 1 deadline. Because enrollment in the ADN program is limited the selection of those to be admitted is determined by using the weighted scale ADN admission procedure which is based on a point system. Therefore, selection is competitive and utilizes the following categories and points:

1. ACT score (18 - 36 points) or
or
College hours (12 -31 sch which represents academic courses required in the ADN program. 8 sch of which must be anatomy and physiology I & II) and college grade point average from regionally accredited colleges (2.0 - 4.0)
and
2. Nursing Entrance Test score (points determined by multiplying the percentile score by 36)
3. LPN certification (5 points)
4. Completion of an associate degree or higher degree in another field (5 points)
5. In-district residents (5 points) or in-state residents (2 points)
6. Current ECCC student status (2 points)
Sub-total points (items 1-5) used to screen applicants for interview
7. Interview (75 points maximum)
Total points (items 6 + 7) used to accept applicants into the ADN program

Applications for the fall class will be accepted after the spring semester begins and all entrance materials must be on file in the Office of Admissions, Records, and Research by April 1. Interviews will be held in late April and successful applicants will be notified on or before May 15, by the director of the ADN program.

Upon acceptance into the ADN program the student must provide satisfactory reports from a physician along with a current record of recommended immunizations. Also required are CPR certification and evidence of malpractice insurance coverage. The student will be responsible for purchasing uniforms and lab supplies.

Licensed Practical Nursing (LPN)

To be admitted to the Licensed Practical Nursing Program (LPN) applicants must:

1. Be eighteen (18) years of age or over.
2. Have a minimum of 12th grade education or its equivalent as determined by the General Educational Development Test.
3. Be in good physical and emotional condition as verified by a medical examination and certifying report.*
4. Have acceptable personal qualities as established through a personal interview.
5. Be a citizen of the United States or have pending citizenship.
6. Applicants must have a minimum ACT score of 12 or enhanced ACT score of 16, or equivalent TABE (Level D, Form 5) composite score of 10 in English, mathematics and reading.

Applicants shall be selected for an interview by the Licensed Practical Nurse Admissions Committee based upon the applicants' scores on the standardized tests listed in item 6.

Be recommended for admission by the Licensed Practical Nurse Admissions Committee.

The East Central Community College health form must be completed by all students initially accepted into the program. Final acceptance of students into the program will not be granted until the medical examination and certifying report is on file.

Medical Office Technology (BOMT)

To be admitted to the Medical Office Technology Program (BOMT) applicants must meet the admission requirements for Academic and Technical students listed previously.

Surgical Technology

To be admitted to the Surgical Technology Program applicants must meet the following criteria:

1. The applicant must be of legal working age (18) before program completion.
2. The applicant must have a 12th grade education as demonstrated by a high school diploma or its equivalent as demonstrated by the General Educational Development Test.
3. The applicant must be in good physical condition as verified by a medical examination and certifying report. (National Certification Requirement)
4. The applicant must have a minimum enhanced ACT score of 16 or equivalent TABE (Level D, Form 5) composite score of 12.
5. The applicant must be a citizen of the United States or have pending citizenship.
6. The applicant must have acceptable personal qualities as established through a personal interview.
7. Applicants shall be selected for interviews by the Surgical Technology Committee based on the educational qualifications listed in item 2 and the applicants' scores on the standardized tests listed in item 4.
8. The applicant must be recommended for admission by the Surgical Technology Admissions Committee.
9. Admissions priority will be given in the following order: (1) district applicants, i.e., legal residents of Leake, Neshoba, Newton, Scott, or Winston counties, (2) out-of-district applicants, and (3) out-of-state applicants.
10. Initial acceptance into the surgical technology program must be granted prior to the submission of a medical examination certifying report. Final acceptance into the program will not be granted until an acceptable medical examination certifying report is on file.

TRANSFER STUDENTS

Students desiring to attend East Central Community College after having attended another college must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory standing may be accepted on probation if individual cases indicate a reasonable chance of success in the program selected.

VOCATIONAL STUDENTS

To be admitted to a full-time vocational program an applicant must:

1. Be of legal working age (18) before program completion
2. Have on file in the admissions office, an official application and transcript of the last school attended
3. Have an interview with the vocational counselor or instructor of the program selected
4. Make an additional deposit if the program requires it (cosmetology requires \$50.00 partial tuition payment)
5. Make a \$50.00 room deposit if planning to stay in dormitory

Part-time Students

Students who may not meet the above admission requirements may be provisionally admitted as part-time students. Any deficiencies must be removed before the student either enrolls full-time or accumulates 30 semester hours credit.

CONTINUING EDUCATION UNITS

Non-credit activities organized to provide unified and systematic instruction will be measured in continuing education units (CEUs). One CEU is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction and qualified instruction."

Note: No transcript, certificate, test scores, photo, or anything in addition to a completed application is required. A personal check covering the cost of the course with course identification on it will hold a place in any class until the first class meeting at which time the application can be completed.

ENGLISH AND MATHEMATICS PLACEMENT

Placement in mathematics and English courses will be based upon (1) ACT scores in the subject areas (2) high school grades (3) assessments made at orientation.

Competency in the areas of English and mathematics will be determined based upon skills demonstrated in the combined criteria enumerated above.

ACT WAIVER FOR ADULTS

Students who have been out of high school for five or more years, or those who are 23 years of age or older will have the ACT requirement waived.

EARLY ENROLLMENT PROGRAM

East Central Community College has an early enrollment program for high school students. Students may enroll as early as the summer following the eleventh grade and take courses other than English Composition for college credit.

Students must meet the following five requirements for early enrollment:

- (1) Have completed junior year in high school
- (2) Have a B average on all high school work
- (3) Have a composite score of 22 on the ACT
- (4) Complete application for admission
- (5) Attend a counseling session prior to enrollment

BENEFITS FOR VETERANS

East Central Community College is an approved institution for providing education training for veterans. The Director of Admissions, Records, and Research serves as Veterans Adviser and offers assistance in handling matters pertaining to veterans at the college.

SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Director of Admissions, Records, and Research.

Admission of Foreign Students

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of postsecondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, satisfactory scores on the East Central Community College placement tests, and proof of financial responsibility.

Applicants, both freshmen and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL) and have a composite score of 18 on the ACT.

The following materials must be in the Office of Admissions and Records at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission form
2. A certified copy of all high school and/or college transcripts and previous credits earned.

Students applying for transfer from institutions in the United States must secure the Immigration Form I-20A-B from East Central Community College to present to the foreign student advisor at the previous school. That office will endorse the Form I-20 Transfer and forward that form and the Form I-20A to the Immigration and Naturalization Service processing center along with a recommendation about the transfer.

Fees -

1. Students will be assessed fees in the amount of \$1400 per semester payable at registration in addition to the regular tuition and fees paid by all other students.
2. Dormitory facilities will be available each semester only after a district and in-state students have been housed.

NATIONAL GUARD, VETERANS PREVIOUS EDUCATION, SERVICEMEMBERS OPPORTUNITY COLLEGES; EVALUATION, CREDIT, AND TRANSFER

The college maintains a written record of the previous education and training of each veteran enrolled and appropriate credit is given. When the training period has been shortened proportionately as a result of previous education and training, the veteran or eligible person and the VA are notified.

East Central Community College is a participant in the Mississippi National Guard Higher Education Program. Credit earned in the armed forces is evaluated by a state office based upon the recommendations of the American Council on Education. The college is also a member of Servicemembers Opportunity Colleges (SOC).

No credit is granted by East Central Community College on the General Education Development Test. No credit is established by the college for experiential learning but credit is accepted when transcribed by another accredited college.

EAST CENTRAL COMMUNITY COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253 [D]

EXAMINATION OF RECORDS:

The college records and accounts pertaining to veterans and eligible persons enrolled are readily identifiable and available for examination by authorized representatives of the Government.

ENTRANCE REQUIREMENTS:

Proof that entrance requirements to East Central Community College have been met prior to enrollment are a part of the veteran's and eligible person's permanent record. They also include the grade in each subject per semester, record of withdrawals, and the number of absences from any subject. These records are maintained in the office of the Director of Admissions, Records, and Research.

PREVIOUS EDUCATION AND TRAINING RECORDS:

The school maintains permanent records showing previous education and training. Enrollment certificates submitted to VA reflect proper credit for previous education and training according to the policies of the college.

PROGRESS RECORDS:

In the academic and technical program, the school records show grades of A, B, C, D, F, W (withdrawal passing), I (incomplete - grade which is temporary and is changed to a grade of A, B, C, D, or F on completion and is used in the overall grade point average of the student).

The State Veterans Affairs Approving Agency requires that grades of W and I be considered as F's in computing grade point averages. This procedure is followed in all reports to the Veterans Administration concerning the student's status. Course changing is not allowed after the first two weeks of classes. Any time a student quits a course without officially withdrawing, a final grade of "F" will be recorded. The VA will be promptly notified when a veteran or other eligible person drawing VA benefits changes his course load.

Veterans who are attending East Central Community College in the Academic and Technical programs must pass a certain number of hours each semester, the same as regular students, to remain in good standing. Students must pass nine semester hours and earn 18 quality points to remain in good standing. Quality points are assigned per semester hour the following way: A-4 quality points; B-3 quality points; C-2 quality points; D-1 quality point; and F-0 quality points.

For the Veterans and other eligible persons, East Central Community College will apply the probation and suspension policies as listed in this catalog.

5. ATTENDANCE RECORDS:

East Central Community College maintains schedule cards and permanent record cards. Absences are kept on the student's schedule card. The last date of attendance is also reflected on this card when a student drops a course. The number of absences in any particular course is placed on the final Grade Report and also in the teacher's grade book which is turned in at the end of the term, filed for records, and is available in the office of the Director of Admissions, Records, and Research. An individual is allowed absences per semester equal to two times a class meets per week in addition to any official absences representing the college. This policy is given in detail elsewhere in the publication.

SOPHOMORE STATUS

Before a student can be classified as a sophomore, he/she must have earned a minimum of 28 semester hours or its equivalent from an approved college.

TESTING SERVICE

East Central Community College is a fully participating institution in the American College Testing Program and administers the test on all nationally scheduled testing dates. The ACT test is also administered on a resident basis.

East Central also administers and utilizes the Test of Adult Basic Education (TABE) in its VIDS program and adult basic education program. Further, the General Educational Development Test (GED) is administered on a monthly basis.

SCHOOL TERMS AND PERIODS

East Central operates on the semester system. There are two regular semesters which begin in August and in January. There is a 10 week summer session divided into two five-week terms. Some three-week courses are also offered in summers.

Lecture periods meet a minimum of 50 minutes. Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester.

RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

East Central Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under the law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded to students under this act:

1. Students are entitled to have access to school records upon request. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions, Records, and Research. Request for access to records concerning test scores administered by East Central Community College counselors, financial aid, and other personal data should be filed with the Dean of Students.
2. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading or inappropriate. If a student wishes to challenge the contents, the Director of Admissions, Records, and Research or Dean of Students will provide a written copy of procedures to be followed.
3. Before any school records will be released to third parties (colleges, potential employers, etc.) who have requested copies of school records, the school must have the students' written consent.
4. Upon receipt of a subpoena or judicial order requiring the Director of Admissions, Records, and Research and/or Dean of Students to supply a student's records, the requested action will be taken.
5. Whenever a student seeks to enroll in another institution outside this district, the student must approve transfer of the record.
6. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Director of Admissions, Records, and Research.
7. The school will maintain a list containing the signature, the date and the reason for all persons receiving access to students' records. Students are entitled to have access to this list. The law, however, allows school officials, including teachers, to have access to a student's records.

GRADING SYSTEM

A	=	92-100 Excellent
B	=	83-91 Good
C	=	74-82 Average
D	=	65-73 Poor
F	=	Failure
W	=	Withdrawal passing
R	=	Registered for audit
I	=	Incomplete, but can be made up

A progress report is made to the day student at Mid-Term of each semester.

HONORS AND QUALITY POINTS

HONORS — Special recognition is given those students doing outstanding work in their academic subjects at the end of each grading period and graduation. The honors are based on quality point averages.

Honors

	Required Quality Point Average
President's List	4.0
Dean's List	3.5
Honorable Mention	3.0

QUALITY POINTS — Quality points are based on the grade and number of hours credit for each course and are computed as follows:

Grades	Quality Points
A	4 for each semester hour
B	3 for each semester hour
C	2 for each semester hour
D	1 for each semester hour
F	0 for each semester hour

The last grade in each course attempted will be counted for quality point purposes.

HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide enriched educational experiences for the academically talented students. Specially designed honors classes are offered to stimulate the honor student's spirit of inquiry and to provide opportunities for more in-depth study in several subject areas.

An Honors Council chaired by the Director of the Honors Program has been established. It is the responsibility of the council to coordinate the honors courses and to promote an atmosphere of intellectual stimulation and camaraderie among the academically talented students.

The Honors Program provides students the opportunity for independent projects and research, for greater intellectual challenge, and for association with others of similar abilities and interest.

HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program a student should have a superior ACT score, a superior grade point average, and an invitation from the honors faculty. Courses are scheduled so that a student may participate in all seven courses or in any combination of courses. Courses offered include Honors Composition I, Honors Composition II, Honors American Government, Honors American History I, Honors American History II, Honors English Literature I, and Honors English Literature II.

Students with scores of 25 or above on English and standard composite scores of the ACT or a "2" on Advanced Placement English are given advanced standing in English 1213 if they elect to participate in Honors English.

ADVANCED PLACEMENT/CREDIT BY EXAMINATION

East Central has two provisions for granting credit by advanced placement of students and one provision for granting credit by examination.

Provisions for Advanced Placement in Vocational-Technical Instruction (Articulation)

East Central Community College will grant credit for selected courses in certain Applied Science and Certificate programs under the following conditions:

1. Applicant for credit meets all college admissions requirements and is a registered/enrolled student in good standing, and
2. Applicant has maintained a "C" average in the high school course for which articulated credit is requested, and
3. Applicant has on file a written recommendation from the high school instructor and vocational director, and
4. Applicant has successfully completed with a grade of "C" or better, the next higher sequential course in the specific program for which credit is being granted.

It is understood that should a student intending to receive credit under this agreement fail to make satisfactory progress in the intermediate course, the student may transfer back to the beginning level course, or pass a challenge exam on the beginning level course with a grade of 85 on a scale of 100.

It is further understood that a high school graduate may exercise this privilege no later than the beginning of the third year following graduation.

Advanced Placement Examination

Students who make a three (3) or higher on the Advanced Placement (AP) tests will be given credit for the course at East Central. Academic credit established through the AP will not carry a letter grade and will not be included in calculating the quality point average.

College Level Examination Program (CLEP)

East Central Community College awards academic credit through the College Level Examination Program (CLEP) on subject Examinations to students who are enrolled at East Central who make a scaled score of 50 or above. The College will also accept transfer academic credit from other colleges on either the General or Subject Examinations. East Central is not a testing center for the CLEP. Academic credit established through the CLEP

will not carry a letter grade and will not be included in calculating a quality point average.

The maximum credit allowed at East Central through the CLEP is 12 semester hours.

ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be suspended for one regular semester. If the suspension occurs at the conclusion of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.

COURSE CHANGE

A fee of \$5 is assessed for each change in schedule after the date the student's schedule is completed and accepted.

CHANGING PROGRAM

A student should discuss any proposed changes in his program with his/her advisor. No full-time student will be permitted to register in a new course after the second week of any regular semester.

PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the college has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

Official absences are those incurred when students miss class while officially representing the college. The college sponsor of the group supplies a list to the Director of Admissions, Records, and Research's office in advance, and instructors are notified from that office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed.

Unofficial absences occur when students who are not representing the college miss class. Total unofficial absences per class may not exceed three for a class that meets once per week, four for a class that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week or ten for a class meeting five times per week. If a student exceeds these numbers of absences, he/she will be cut out of class and will receive an "F" for the course.

The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. Approval will not be granted unless the student presents a valid reason for having been absent.

The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class and receiving an "F" for the course. Within three (3) days of the notice of being cut out of the class(es), the student should submit to the Dean of Students a written letter of appeal giving all reasons for the appeal. The student will meet with the Absentee Appeals Committee. This committee will include the Dean of Students, the student's instructor, the academic or vocational counselor (depending on classification of student), an administrator-at-large, an instructor-at-large, and the Student Body Association President. A majority vote will be necessary for the student to be reinstated in class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. Any student requesting it may appeal the decision of the President to the Board of Trustees. Such appeals must be made within 24 hours after the President's decision is rendered and must be in writing with all reasons for the appeal given. Appeals to the Board shall be made through the President. The last step in the appeals process will be the hearing before the Board. All appeals to the Board shall be heard in regularly scheduled meetings of the Board.

DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time with proper approval. There is no charge for dropping a course.

Unofficial withdrawal from a course at any time during the semester will result in a grade of "F". No student can drop a course within five class days prior to examination.

INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must have in writing, an approval by the Director of Admissions, Records, and Research before the student can complete this course work.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester the student is in school, or a grade of "F" will be recorded by the Director of Admissions, Records, and Research. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

PRE-EXAMINATION DAYS

1. Pre-examination days will be observed the last three (3) days prior to final examinations each semester.
2. During the three pre-examination days no official school functions will be scheduled, no student tests will be administered and no instructor will make additional work assignments.

EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has at least a B average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

PRE-REGISTRATION TESTS

The American College Test will be administered to all academic students under age 23 who have not previously taken it. The results will be used for classification. In addition assessment tests are given in English and Mathematics. Students will be placed in these courses based on three criteria: (1) ACT scores (2) Local assessment (3) High school grades.

ORIENTATION

All students entering East Central Community College for the first time are expected to participate in the orientation program. The program is designed to acquaint new students with rules and regulations of the college, registration procedures, and college curricula. During this time standardized testing is done, and students are assigned to faculty advisors who help them in proper course selection. School publications are reviewed, and handbooks are distributed and discussed. Orientation is held on each advance

registration date in the summer and on the first two days of each regular semester.

MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work are considered a normal load each semester. First semester freshmen are not allowed to enroll for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 20 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Dean of Instruction. A fulltime vocational student cannot enroll in a daytime academic course for credit.

WITHDRAWAL FROM SCHOOL

Any student who leaves the college, except for temporary absences, must obtain a withdrawal permit in duplicate from the Academic or Vocational Counselor's office, where he will be instructed as to the proper procedure. The permit, when completed, must be filed with the Director of Admissions, Records and Research and Business Manager of the college. Administrative withdrawal may be processed by the Dean of Students or Director of Admissions, Records, and Research.

TRANSFER CREDITS

All credit transferred from accredited institutions is reproduced on the permanent records of East Central Community College. This action is evidence that the credits are considered valid. Only those courses that average C or better will be applied toward graduation when the transferred average is less than C.

No credit will be accepted by East Central Community College from a college that does not hold either regional accreditation or candidacy status with a regional accrediting body.

GRADUATION

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE DEAN OF INSTRUCTION BY THE ANNOUNCED DEADLINE DATE

REQUIREMENTS FOR DEGREES

East Central Community College grants three associate degrees—the Associate in Arts, the Associate in Science, and the Associate in Applied Science.

Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Dean of Instruction in order to meet senior

college requirements. A student may transfer back from senior college a maximum of six semester hours to complete graduation requirements at East Central Community College.

- I. To graduate from the college with the degree of Associate in Arts a student must:
 - (1) Earn a minimum of 64 semester hours of credit to include 24 semester hours listed in the Basic College Core plus Speech 1113, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
 - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, the last grade recorded will count for quality point purposes);
 - (3) Complete a minimum of fifteen semester hours at East Central Community College;
 - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.
- II. To graduate from the college with the degree of Associate in Science a student must:
 - (1) Earn a minimum of 64 semester hours of credit to include 24 semester hours listed in the Basic College Core plus Speech 1113, fourteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
 - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, the last grade recorded will count for quality point purposes);
 - (3) Complete a minimum of fifteen semester hours at East Central Community College;
 - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.
- III. To graduate from the college with the degree of Associate in Applied Science a student must:
 - (1) Earn a minimum of 64 semester hours of credit to include 14 technical courses in the curriculum guide, Chapter 5, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.); and enough approved non-technical courses including Speech 1113 to complete 64 semester hours;
 - (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, the last grade recorded counts for quality point purposes);

- (3) Complete a minimum of fifteen semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, and eighteen months, certificates.

To graduate from the college with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.
- (3) Practical nurse students must maintain a grade of 80 on each course to earn a certificate.

GRADUATION FEE

A \$25.00 graduation fee is charged all students who are tentatively accepted for graduation.

TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Community College upon written request one transcript of his or her credits earned here. If a request for a transcript occurs during the period a student is attending the college, a charge of \$1.00 is made. All other transcripts are \$2.00 each. Correspondence pertaining to this service should be addressed to the Director of Admissions, Records, and Research of the college. The college reserves the right to protect the student's records from outside agencies.

HEALTH SERVICES

Medical services are available to students. The campus nurse provides routine medical care and simple medication. Students who need more specialized care must visit their family physician.

Two clinics in Decatur and hospitals in Newton and Union provide emergency medical care for students.

A student health form is required as a part of the regular admission procedures of the college.

COUNSELING AND GUIDANCE

East Central Community College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, vocational, and personal questions, especially as they involve their college life.

The Dean of Students has overall supervision and coordination of guidance, counseling, extra-curricular activities, and religious development. In addition, one full-time academic counselor and two full-time vocational counselors are employed by the College. Also, faculty members serve as academic advisors in their particular area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the Advisors. Frequent meetings are held, and the students are urged to keep constantly in touch with their Advisor on matters pertaining to their educational or vocational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Dean of Students or one of the professionally qualified guidance persons.

FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus.

STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$3.00. The card will be used as an activity card during regular school session. Failure to show or surrender the identification card when requested by any East Central Community College official will result in disciplinary action. Replacement of card due to loss will cost \$5.00.

UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which the rules and regulations governing student conduct are listed in detail. Violations which could result in suspension from college will require that the student appear before the Discipline Committee, while violations which do not cause for suspension will be handled by the appropriate authorities.

ADULT AND CONTINUING EDUCATION PROGRAM

The Adult and Continuing Education Program meets the needs of an increasing number of adult and nontraditional students who wish to earn a degree on a part-time basis, prepare for job advancement or career

change, or improve quality of life through personal enrichment and enhancement of knowledge in a specialized field of study. Classes are taught on the Decatur campus of East Central Community College and at several off-campus locations throughout the five county district.

Present off-campus sites include Carthage, Forest, Louisville, Philadelphia Vocational/Technical Centers and the Chocrow Indian Reservation near Philadelphia. Credit Classes may be arranged on-site for business or industry, school districts, medical facilities, government agencies, or in any location where specific educational needs exist.

ADULT BASIC EDUCATION PROGRAM

East Central Community College teaches adult basic education classes in Decatur, Heshoba, Newton, Scott, and Winston counties. Classes are available to the general public in literacy training and GED preparation. Adult basic education classes are free.

GED testing is offered at East Central Community College, Louisville and Philadelphia Vocational Technical Centers. There is a fee for the five-part test. The GED diploma is recognized as the equivalent to the high school diploma.

PALS LABORATORY

Adult Basic Education classes utilizing the PALS Laboratory, a computer-assisted learning system by the IBM Corporation, are taught on the Decatur campus. The PALS Laboratory provides an excellent opportunity for adult students to improve their reading and writing skills while using the computer. Students typically are able to advance several grade levels in one year in this program. Day and evening classes are available.

CHILDCARE LABORATORY

The East Central Childcare Supervision Technology program operates a licensed, on-site childcare center for the laboratory training of students majoring in the field. The center operates during the fall and spring semesters. It is opened to ECCC employees and students on a first come basis. There is a minimum fee. The facility is located across from the tennis courts.

FACILITY ARRANGEMENTS

Facility arrangements are available to professional, fraternal, governmental, or other associations that may require this space and service for seminars, workshops, and annual meetings. Coordinators are available to assist with every detail in the organization and implementation of a successful meeting from banquet arrangements to on-site registration. A calendar of events is maintained in the office of Adult and Continuing Education listing all activities by college and outside agencies.

CONFERENCES, WORKSHOPS, TRAINING PROGRAMS

Conferences, workshops, and training programs assist in solving special problems encountered by businesses, industries, and government agencies. Programs may be offered on-site at the client's facility or at East Central Community College. CEU (Continuing Education Units) credit is available if requested.

CAMPS AND CLINICS

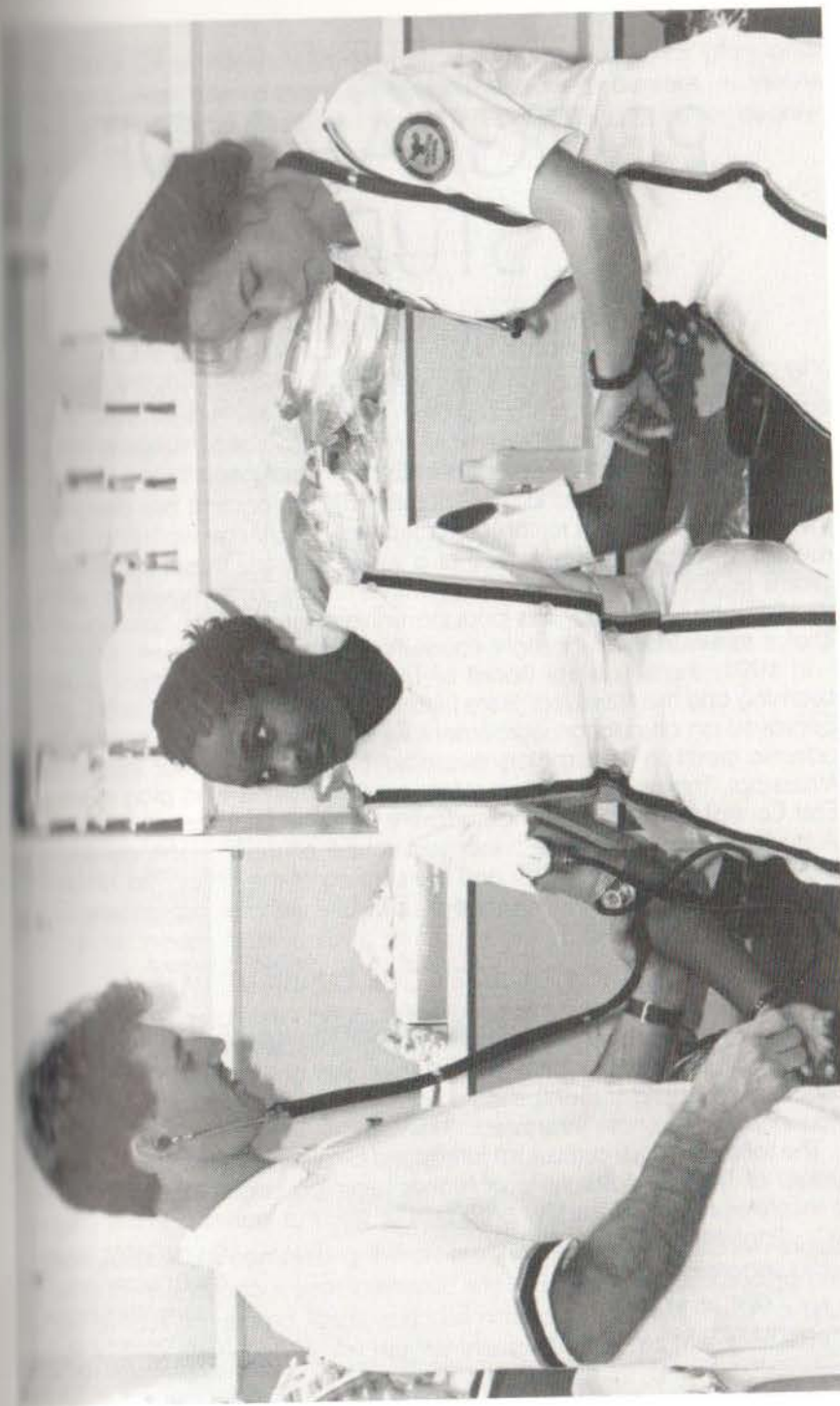
A wide variety of camps and clinics are conducted annually to serve youth during the summer months. The choices include baseball, basketball, and cheerleading camps with short courses in foreign language, computer science, math, and art offered through Kid's College. Participants are given the opportunity to explore various fields and to further develop sports and academic skills under the supervision of qualified instructors in a college setting. The philosophy of each particular camp, whether sports or academic, emphasizes a well-balanced, enjoyable learning experience.

TRAVEL PROGRAMS

Travel programs are offered periodically to provide educational and personal enrichment. College faculty have served as activity directors for trips to such destinations as England, France, Switzerland, Austria, Germany, Australia, and New Zealand. College credit may be earned.

EXTENSION CENTER

Classes may be organized which give credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.



CHAPTER 5

PROGRAMS OF STUDY

ACADEMIC PROGRAMS

Suggested programs of study in many fields of interest have been established with recommended courses for each semester. Students should understand that these outlines are suggestions, not requirements. Requirements for degrees and certificates are listed in Chapter Four.

The East Central Community College transfer programs are designed for the student who wishes to complete two years of college work and continue toward a Baccalaureate degree at a senior college. These suggested programs of study have been set up with extreme care; however, students should consult with advisors and the university or college catalog of their choice to ensure that the right courses are taken.

In 1991, the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges approved an articulation agreement which provides for the transfer of academic credit in 166 majors available at the eight senior institutions in Mississippi. This agreement is a safety net for students who plan to transfer. East Central has utilized this agreement in developing programs of study. A student who follows the prescribed course of study in this catalog with the assistance of their advisor and the catalog of the college to which they plan to transfer should experience no difficulty with the acceptance of East Central credit.

BASIC COLLEGE CORE CURRICULUM

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the latest catalog of the institution in which they are interested.

The following core curriculum is required by all universities under the State Board of Trustees, Institutions of Higher Learning beginning fall 1984 and is incorporated in all transfer programs of study as outlined in this chapter.

English Composition	6 semester hours
Laboratory Science	6 semester hours
College Algebra	3 semester hours
Humanities & Fine Arts	9 semester hours
Total	24 semester hours

The same 24 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the Associate in Arts and the Associate in Science. (See requirements for degrees in chapter four — Academic Policies.)

AGRICULTURE (AGRI)

Advisor: Dr. Jefcoat

The combination of courses in this curriculum is offered for students who are planning to be professional agriculture workers. Upon successfully completing the agriculture program of study, graduates should be able to enter the junior year of agriculture at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
1110	English Composition	3	ENG 1123	English Composition	3
1214	General Chemistry	4	CHE 1224	General Chemistry	4
1210	American History	3		* Approved Elective	9
1010	College Algebra	3			
1104	General Biology	4			
		<hr/> 17			<hr/> 16

SOPHOMORE YEAR

First Semester			Second Semester		
1110	Amer. Nar.	3	SPT 1113	Oral Communication	3
1214	Government	4	CSC 1113	Fine Arts Elective	3
1110	Zoology	3		Intr to Computer Concepts	3
	Principles of Ec	3		* Approved Electives	6
	Approved Electives	6			
		<hr/> 16			<hr/> 15

* Approved by curriculum advisor for specific transfer requirements

ART (ARTC)

Advisor: Mr. Guraedy

Upon successfully completing the art program of study, graduates should be able to attend a four year institution with a junior level of standing and pursue serious art related fields, e.g., Commercial Art, Illustration, Art Education, Computer Graphics, Art History, Interior Design, Architecture, Freelance Art, etc.

FRESHMAN YEAR

First Semester				Second Semester			
ART	1413	Design I	3	ART	1423	Design II	3
ART	1313	Drawing I	3	ART	1323	Drawing II	3
ART	1113	Art Appreciation	3	ENG	1123	English Composition II	3
ENG	1113	English Composition I	3	HIS	1173	World Civilization II	3
HIS	1163	World Civilization I	3			Elective	3
		Activity	1			Activity	1

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SOPHOMORE YEAR

SOPHOMORE YEAR							
MAT	1313	First Semester		ENG	2333	Second Semester	
ENG	2323	Algebra	3	DIO	1144	English Literature II	3
		English Literature I	3			Gen. Biology II	3
		Social Science Elective	3			Social Science Elective	3
		*Art Elective	3			*Art Elective	3
BIO	1134	Gen. Biology I	4	SPT	1113	Oral Communication	3

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*Suggested electives are: painting, ceramics, and Introduction to Computers.

BUSINESS ADMINISTRATION
(BADM)

Advisors: Mr. Carson, Mr. Jamie Clark, Mr. Joe Clark, Mr. Cooper, Mrs. Glaze, Mr. Hinson, Mrs. Holt, Mr. Pace, Mrs. Thornton

Upon successfully completing the Business Administration program of study, graduates should be able to enter the junior year of Business Administration, Accounting, Banking and Finance, Marketing, Management or other related business fields at a four-year institution.

FRESHMAN YEAR

FRESHMAN YEAR			
First Semester			
ENG	1113	English Composition	3
PSY	1513	General Psychology	3
MAT	1313	College Algebra	3
HIS		History (Elective)	3
BIO	1134	General Biology	4
		Activity	1
Second Semester			
ENG	1123	English Composition	3
HIS		History (Elective	3
BIO	1144	General Biology	3
SPT	1113	Oral Communication	3
*MAT	1333	Finite Mathematic Activity	3

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SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature (English or American)	3	ENG		Literature (English or American)	3
PSC	1113	Amer. Nat. Government	3	ECO	2123	Principles of Economics	3
ECO	2113	Principles of Economics	3	ACC	1223	Principles of Accounting	3
ACC	1213	Principles of Accounting	3	**BAD	2323	Business Statistics	3
BAD	2413	Legal Environment of Business	3			Art or Music Appreciation	3

15

* Economics and Finance majors should take Calculus I and II instead of Finite Mathematics and accounting majors should take both Finite Mathematics and Calculus I.
** Check with curriculum advisor before registering for this course.
All business majors should take CSC 1113 or CSC 1123

BUSINESS EDUCATION
(BEDU)

Upon successfully completing the business education program of study, graduates should be able to enter the junior year of business education at a four-year institution. Students planning to teach business in secondary schools should register in Secondary Education.

COMPUTER SCIENCE
(CSCI)

Advisor: Mr. Bullock

Upon successfully completing the computer science program of study, graduates should be able to enter the junior year of computer science at a four-year institution.

FRESHMAN YEAR

FRESHMAN YEAR					
First Semester		Second Semester			
1113	English Composition	3	ENG 1123 English Composition	3	
1313	College Algebra	3	MAT 1613 Calculus I	3	
1323	Trigonometry	3	MAT 1623 Calculus II	3	
1113	Intro. to Computer Con.	3		Elective (Fine Arts)	3
	Laboratory Science	4	*SCI	Laboratory Science	4
1613	**Programming I	3	CSC 2623 **Programming II	3	

15

15

SOPHOMORE YEAR

First Semester				Second Semester			
	***Humanities Elective	6		***Humanities Elective	6		
2613	Calculus III	3	SPT	1113	Oral Communication	3	
2414	General Physics	4	PHY	2424	General Physics	4	
1613	*Programming I	3	CSC	2623	*Programming II	3	
	**Science Elective	4	SCI		**Science Elective	4	

17

17

Students entering ECCC on EVEN numbered years will take these courses in this sequence.
Students entering ECCC on ODD numbered years will take these courses in this sequence.
Electives should be selected with the approval of the curriculum advisor to meet specific community requirements.

DENTISTRY
(PDEN)

Upon successfully completing the pre-dentistry program of study, graduates should be able to enter the junior year of pre-dentistry at a four-year institution. Students majoring in pre-dentistry should enroll in the medical curriculum.

EDUCATION (EEDU)

Advisors: Mr. Lovett, Mrs. McMullan, Mrs. Pouncey,
Miss Wood

An education curriculum should be selected by those who are planning to teach. The requirements include courses in General Education, Professional Education, and Specialized Education. Those who plan to teach in high school should decide on their teaching field and take one or more courses in the field each semester. The COMP or NTE (General Knowledge and Communication Skills) test should be taken during the second semester of the sophomore year.

EDUCATION, ELEMENTARY (EEDU)

Advisors: Mr. Lovett, Mrs. Pouncey

Upon successfully completing the elementary education program of study, graduates should be able to enter the junior year of the appropriate teacher education program at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
BIO	1134	General Biology	4	BIO	1144	General Biology	4
HIS		History (World or American)	3	PSC	1113	Nat'l. Government	
MAT	1313	Algebra	3	ART	1113	Art Appreciation	
HPR	1213	Per. & Com. Health	3	PSY	1513	General Psychology	
			16				

SOPHOMORE YEAR

First Semester				Second Semester			
CSC	1113	Intro. to Computer Con.	3	MAT	1733	Informal Geometry and Algebra	
ENG		Literature (English or American)	3	*ENG		Literature (Con't or 1st Sem.)	
PHY	2313	Survey of Gen. Physics	3	*PHY	2323	Sur. of Gen. Physics II	
MUS	2513	Music for Children	3	ART	1913	Art for Elementary Teachers	
MAT	1723	The Real Number System	3	SPT	1113	Oral Communication	
			18				

* Consult with advisor before registering for these courses. Because all senior colleges do not have the same requirements in elementary education, it is suggested that the student obtain a catalog from the college he/she plans to attend and follow the suggested curriculum.

EDUCATION, PHYSICAL (PEDU)

Advisor: Miss L. Wood

Upon successfully completing the physical education program of study, graduates should be able to enter the junior year of physical education at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
	1134	General Biology	4	MAT	1313	College Algebra	3
	1213	Per. & Com. Health	3	BIO	1144	General Biology	4
		History (World or American)	3	HIS		History (World or American)	3
	1313	Introduction to Health, Physical Education and Recreation	3	HPR	2213	First Aid	3
		Activity Fitness and Conditioning	1	SPT	1113	Oral Communications	3
			17				19

SOPHOMORE YEAR

First Semester				Second Semester			
		Literature (English or American)	3	ENG		Literature (English or American)	3
	2213	Economics		HPR	2023	Rec. Leadership	3
	2113	Intro. to Sociology	3	MAT		Math or Science (Elective)	3
		Physical Science Elective	3	SCI	2143	Mar. & Family	3
	1113	or MUS 1113	3	SOC		Activity	1
	2423	Athletic Training and Treatment of Injuries	3	HPR		*Elective	3
		Activity (Tennis)	1				16
			16				16

ENG 1113, Introduction to Computer Concepts is recommended.

EDUCATION, SECONDARY (SEDU)

Advisor: Mrs. McMullan

Upon successfully completing the secondary education program of study, graduates should be able to enter the junior year of secondary education at a four-year institution.

LIBERAL ARTS

(LART)

Advisors: Mr. Cooper, Mr. Carson, Mr. Jamie Clark

Social Science Advisors: Dr. Ethridge, Mr. Thrash,
Mr. PaceArt Advisor: Mr. Guraedy, Mathematics Advisor:
Mrs. McMullanEnglish Advisors: Mr. Vickers, Mr. Barrier, Mrs. Pace,
Mrs. WestScience Advisors: Dr. Fisher, Mr. Dearon,
Mr. R. Davis, Dr. Key

Speech Advisor: Miss Carroll

Home Economics Advisor: Mrs. Pouncey

The Liberal Arts Curriculum will meet the pre-professional needs of those students who are planning some professional vocation. It may be selected by the pre-law students, by pre-ministerial students, or by those planning a career in home economics, journalism, or social work, and by others. In addition to the above, students who come to college to secure the general and liberalizing value of education, who are planning to continue a similar curriculum in a four-year college, or whose interests cannot be met by another curriculum usually select this curriculum. Electives should be chosen from a student's field of interest with the approval of the individual's advisor.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	
HIS		History		HIS		History	
		(World or American)	3			(World or American)	
BIO	11134	General Biology	4	BIO	1144	General Biology	
MAT	1313	College Algebra	3	SPT	1113	Oral Communication	
PSY	1513	Psychology	3			Elective	
		Activity	1			Activity	

SOPHOMORE YEAR

First Semester				Second Semester			
CHE	2424	Organic Chemistry	4	CHE	2434	Organic Chemistry	
BIO	2514	Anatomy and Physiology	4	BIO	2524	Anatomy and Physiology	
		Fine Arts Elective	3	BIO	2924	Microbiology	
		*Humanities Elective	3			*Humanities Electives	
SPT	1113	Oral Communication	3				

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* See your advisor. University requirements differ on this curriculum.

MUSIC

Advisors: Mr. Hinson, Mr. Carson, Mrs. Thornton

The work of the music department is organized (1) to give sound foundation work in music theory, (2) to develop understanding and appreciation of the literature and history of music, and (3) to develop techniques with the voice and music instruments.

Upon successfully completing the music program of study, graduates should be able to enter the junior year of piano, voice, or instrumental music at a four-year institution.

MUSIC WITH INSTRUMENTAL EMPHASIS

(MEIE)

Advisor: Mr. Carson

Upon successfully completing the music program of study, graduates should be able to enter the junior year of instrumental music at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	
MUS	1214	Music Theory I	4	MUS	1224	Music Theory II	
HIS	1163	World Civilization	3	HIS	1173	World Civilization	
MAT	1313	College Algebra	3	MUS	1123	Music Survey	
MUA	1511	Class Piano I	1	MUA	1521	Class Piano	
MUA	1711	Class Voice I	1	MUS	1721	Class Voice	
*MUA	1172	Brass I	2	*MUA	1182	Brass II	
*MUA	1242	Guitar I	2	*MUA	1252	Guitar II	
*MUA	1472	Percussion I	2	*MUA	1482	Percussion II	
*MUA	1872	Woodwinds I	2	*MUA	1882	Woodwinds II	
MUO	1111	Band I	1	MUO	1121	Band II	

18

* Choose Major Instrument

SOPHOMORE YEAR

First Semester				Second Semester			
	2223	Literature (American)		SPT	1113	Oral Communication	3
	or			MUS	2224	Music Theory IV	4
	2323	Literature (English)	3	BIO	1144	General Biology	4
	2214	Music Theory III	4			or	
	1104	General Biology	4	PHY	2023	Survey of Gen. Physics	3
	or			MUA	2521	Class Piano IV	1
	2013	Survey of Gen. Physics	3	MUA	2721	Class Voice IV	1
	2511	Class Piano III	1	*MUA	2182	Brass IV	2
	2711	Class Voice III	1	*MUA	2252	Guitar IV	2
	2242	Guitar III	2	*MUA	2482	Percussion IV	2
	2172	Brass III	2	*MUA	2882	Woodwinds IV	2
	2472	Percussion III	2	MUO	2121	Band IV	1
	2872	Woodwinds III	2				
	2111	Band III	1				

15 or 16

15 or 16

Choose Major Instrument

MUSIC WITH PIANO EMPHASIS
(MEPE)

Advisor: Mrs. Thornton

Upon successfully completing the music program of study, graduates should be able to enter the junior year of piano at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
	1113	English Composition	3	ENG	1123	English Composition	3
	1214	Music Theory I	4	MUS	1224	Music Theory II	4
	1163	World Civilization	3	HIS	1173	World Civilization	3
	1013	College Algebra	3	MUS	1123	Music Survey	3
	1572	Major Piano I	2	MUS	1582	Major Piano II	2
	1772	Major Voice I	2	MUA	1782	Major Voice II	2
	1211	Choir I	1	MUO	1221	Choir II	1

18

18

SOPHOMORE YEAR

First Semester				Second Semester			
	2223	Literature (American)	3	SPT	1113	Oral Communication	3
	or			MUS	2224	Music Theory IV	4
	2323	Literature (English)	3	BIO	1144	General Biology	4
	2214	Music Theory III	4			or	
	1104	General Biology	4	PHY	2013	Survey of Gen. Physics	3
	or			MUA	2582	Major Piano IV	2
	2013	Survey of Gen. Physics	3	MUA	2782	Major Voice IV	2
	2562	Major Piano III	2	MUO	2221	Choir IV	1
	2772	Major Voice III	2				
	2211	Choir III	1				

15 or 16

15 or 16

MUSIC WITH VOCAL EMPHASIS (MEVE)

Advisor: Mr. Hinson

Upon successfully completing the music program of study, graduates should be able to enter the junior year of voice at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition 3	ENG	1123	English Composition 3
MUS	1214	Music Theory I 4	MUS	1224	Music Theory II 4
HIS	1163	World Civilization I 3	HIS	1173	World Civilization II 3
MAT	1313	College Algebra 3	MUS	1123	Music Survey 3
MUA	1511	Class Piano I 1	MUA	1521	Class Piano II 1
		or			or
MUA	1572	Major Piano I 2	MUA	1582	Major Piano II 2
MUA	1772	Major Voice I 2	MUA	1782	Major Voice II 2
MUO	1211	Choir I 1	MUO	1221	Choir II 1

17 or 18

SOPHOMORE YEAR

First Semester			Second Semester		
ENG	2223	Literature (American) 3	SPT	1113	Oral Communication 3
		or	MUS	2224	Music Theory IV 3
ENG	2323	Literature (English) 3	BIO	1144	General Biology 3
MUS	2214	Music Theory III 4			or
BIO	1134	General Biology 4	PHY	2323	Survey of Gen. Physics 3
		or	MUA	2521	Class Piano IV 1
PHY	2313	Survey of Gen. Physics 3			or
MUA	2511	Class Piano III 1	MUA	2582	Major Piano IV 2
		or	MUA	2782	Major Voice IV 2
MUA	2572	Major Piano III 2	MUO	2221	Choir IV 1
MUA	2772	Major Voice III 2			Elective 3
MUO	2211	Choir III 1			

17, 18 or 19

NOTE: All students taking Applied Music Courses must perform in or attend one music recital each month.

NURSING (PNUR)

Advisors: Dr. Jefcoar, Dr. Key

Upon successfully completing the pre-nursing program of study, graduates should be able to enter the junior year of nursing at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition 3	ENG	1123	English Composition 3
CHE	1214	General Chemistry 4	CHE	1224	General Chemistry 4
HIS	1163	World Civilization I 3	HIS	1173	World Civilization II 3
MAT	1313	College Algebra 3	SOC	2113	Introduction to Sociology 3
PSY	1513	General Psychology 3	SOC	2143	Marriage and Family 1

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SOPHOMORE YEAR

First Semester			Second Semester		
ENG	1113	Literature Elective 3	ENG	1253	Literature Elective 3
		or	HEC	2524	Nutrition 3
MUS	1123	Microcomputer Applications 3	BIO	2924	Anatomy & Physiology 4
		or	BIO	2924	Microbiology 4
		or	SPT	1113	Oral Communication 3
		or			
		Development 3			
		Fine Arts Elective 3			

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Additional or alternate courses should be selected with the approval of the curriculum advisor and the specific university nursing school requirement.

OCCUPATIONAL THERAPY (OTHE)

Advisor: Mr. R. Davis

Students majoring in occupational therapy should enroll in the physical therapy curriculum. Be sure to see your advisor for the differences in curriculum requirements. Upon successfully completing the occupational therapy program of study, graduates should be able to apply for entrance to the junior year of an occupational therapy program at a four-year institution.

OPTOMETRY (POPT)

Students majoring in optometry should enroll in the medical curriculum. Upon successfully completing the pre-optometry program of study, graduates should be able to apply for entrance to the junior year of a pre-optometry program at a four-year institution.

PHARMACY (PPHA)

Advisor: Mr. Deaton

Upon successfully completing the pharmacy program of study, graduates should be able to apply for the entrance to the junior year of pharmacy at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition 3	ENG	1123	English Composition 3
		or	MAT	1323	*Trigonometry 3
		or	BIO	2424	Zoology 4
		or	CHE	1224	General Chemistry 4
		or	HIS	1173	World Civilization II 3
		or			
		College Algebra 3			
		Zoology 4			
		World Civilization I 3			
		Activity 1			

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SOPHOMORE YEAR

First Semester				Second Semester			
ACC	1213	Accounting I.	3	PSY	1513	Psychology	
CHE	2424	Organic Chemistry.	4	CHE	2434	Organic Chemistry	
PHY	2414	General Physics	4	BIO	2924	Microbiology	
		Art or Music App.	3	PHY	2424	General Physics	
SPT	1113	Oral Communication	3	SOC	2113	Sociology	

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* See your advisor before registering for these courses.

RECOMMENDED ELECTIVES

PSC 1113 Amer. Nat. Government	HIS 2213, 2223 American History
ENG 2023, 2333 Literature	MAT 1613, 1623 Calculus

69 semester hours are required for admission to the University of Mississippi School of Pharmacy.

PHYSICAL THERAPY
(PTHE)

Advisor: Mr. R. Davis

Upon successfully completing the physical therapy program of study, graduates should be able to apply for entrance to the junior year of physical therapy at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	
PHY	1513	Psychology	3	EPY	2533	Human Growth and Development	
MAT	1313	College Algebra	3	MAT	1323	Trigonometry	
CHE	1214	General Chemistry I	4	CHE	1224	General Chemistry II	
BIO	1134	General Biology I	4	BIO	1144	General Biology II	

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SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature Elective	3	ENG		Literature Elective	
PHY	2414	Gen. Physics I	4	PHY	2424	Gen. Physics II	
BIO	2514	Anatomy and Physiology	4	BIO	2524	Anatomy and Physiology	
SPT	1113	Oral Communication	3			Fine Arts Elective	
		Elective	3	SOC	2113	Sociology	

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POULTRY SCIENCE
(PSCI)

Advisor: Dr. Jefcoat

Upon successfully completing the poultry science program of study, graduates should be able to enter the junior year of poultry science at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
1113	English Composition	3	ENG	1123	English Composition	3	
1313	College Algebra	3	MAT		1323 Trig or 1333		
2113	American History	3			Finite	3	
1214	General Chemistry	4	HIS	2223	American History	3	
1613	Programming I	3	CHE	1224	General Chemistry	4	
			PSC	1113	American National Government	3	

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SOPHOMORE YEAR

First Semester				Second Semester			
1113	Oral Communication	3			SOC 2113 or PSY 1513	3	
2113	Economics	3	ECO	2313	Economics	3	
	*Natural Science	4	SCI		*Natural Science	4	
1213	Principles of Accounting	3	ACC	1223	Principles of Accounting	3	
2413	Legal Environment of Business	3			Major Elective	3	
					Fine Arts Elective	3	

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Poultry science majors should see their curriculum advisor about specific goals before registering for classes. There are three options available within this major.

VETERINARY MEDICINE
(PVET)

Advisor: Dr. Fisher

Upon successfully completing the veterinary medicine program of study, graduates should be able to apply for entrance to the junior year of veterinary medicine at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
1214	College Chemistry	4	CHE	1224	College Chemistry	4	
1113	English Composition	3	ENG	1123	English Composition	3	
1313	College Algebra	3	MAT	1323	Trigonometry	3	
2414	Zoology	4	BIO	2424	Zoology	4	
1513	General Psychology	3			Humanities Elective	3	

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SOPHOMORE YEAR

First Semester				Second Semester			
CHE	2424	Organic Chemistry	4	CHE	2434	Organic Chemistry	
PHY	2314	General Physics I	4	PHY	2324	General Physics II	
		Fine Arts Elective	3	BIO	2924	Microbiology	
		Humanities Elective	3	SPT	1113	Oral Communication	
		Elective	3			Humanities Elective	

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HEALTH RELATED PROGRAMS

East Central Community College currently offers four programs of study related to the health care industry. Students who successfully complete any of these programs should be able to obtain employment in their area of specialty in the health care field.

ASSOCIATE DEGREE NURSING
(ADN)

Advisor: Mrs. Nancy Harris

Upon successfully completing the associate degree nursing program, graduates should meet the requirements of the State Board of Nursing to write the National Council Licensure Examination for Registered Nurses.

SUMMER TERM

First Semester				Second Semester			
MAT	1233	Intermediate Algebra or higher	3	CSC	1123	Microcomputer Applications	
BIO	1514	Anatomy & Physiology	4	BIO	1524	Anatomy & Physiology	

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition I	3	ENG	1123	English Composition II	
CHE	1114	General Chemistry Survey	4	EPY	2533	Human Growth & Development	
PSY	1513	General Psychology	3	NUR	1133	Nsg Psy/Mental Health Nursing	
NUR	1118	Fundamentals of Nursing Science I	8	NUR	1128	Nursing Science II	
NUR	1111	Nursing Seminar I	1	NUR	1121	Nursing Seminar II	

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SOPHOMORE YEAR

First Semester				Second Semester			
BIO	2924	Microbiology	4	SPT	1113	Oral Communication	
SOC	2113	Introduction to Sociology	3	HEC	1253	Nutrition	
NUR	2148	Nursing Science III	8	NUR	2158	Nursing Science IV	
NUR	2111	Nursing Seminar III	1	NUR	2163	Management of Nursing Care	
				NUR	2121	Nursing Seminar IV	

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Enrollment in NUR courses is limited to students who have been admitted to the ADN program and these courses must be taken in the sequence specified. All nursing and science courses must be taken within the ten years prior to graduation from the ADN program.

LICENSED PRACTICAL NURSING
(LPNC)

Advisors: Mrs. Thomas and Mrs. Todd

The Practical Nursing program prepares the individual to assist in providing medical nursing care under the direction of a registered nurse, physician, or dentist.

Graduates of the twelve-month program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination (NCLEX)-P. Students who complete the first semester may qualify as nursing assistants.

First Semester			Second Semester			
1919	Basic Nutrition	2	PNV	1438	Med/Surg Nursing	8
1910	Body Structure & Function	3	PNV	1447	Med/Surg Lab & Clinical . . .	7
1993	Growth & Development . . .	3	PNV	1513	Pharmacology	3
1112	Int. To Practical Nursing . .	2				
1416	Fund. of Nursing	6				
1425	Fund. of Nursing Lab & Clinical	5				
		<hr/>				<hr/>
		21				18

may apply to the Association of Surgical Technologies for the National Certifying Examination and become a Certified or Registered Surgical Technologist.

FRESHMAN YEAR

First Semester			Second Semester		
ENG		English Composition I . . . 3	MAT		Math/Sci Elective
SUT	1113	Intro to Surg Tech . . . 3	SUT	1518	Basic and Related Surg Proc
SUT	1216	Principles of Surg Technique . . . 6	SUT	1528	Spec Surg Procedures
SUT	1314	Surgical Anatomy . . . 4			
SUT	1413	Surgical Microbiology . . . 3			

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SUMMER TERM

First Term			Second Term		
SUT	1538	Advanced Surg Procedure . . . 8			continuation of first term

SOPHOMORE YEAR

First Semester			Second Semester		
SPT		Oral Communication . . . 3			Humanities/Fine Arts Elective
BIO	1514	Anatomy & Physiology I . . . 4	BIO	1524	Anatomy & Physiology II . . . 4
BIO	2924	Microbiology . . . 4			Soc/Beh Science Elective
		Approved Electives . . . 6			Approved Electives

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Approved Electives: CHE 1214 General Chemistry I; EPY 2513 Human Growth and Development I; EPY 2523 Human Growth and Development II; and HEC 1253 Nutrition

TECHNICAL PROGRAMS

Technical training programs at East Central Community College are designed to prepare the student for employment upon completion of the specified program curriculum. Students who complete a two year program are then eligible to receive the Associate of Applied Science Degree. Students who complete the nine-month options in Business Technology and Computer Technology will receive certificates.

AUTOMOTIVE BODY REPAIR TECHNOLOGY (ABRT)

Advisor: Mr. Germany

This program is designed to prepare students for entry level of the Automotive Body and Refinishing trades. Upon completion of this program the students should be prepared for beginning positions as body, frame, and refinishing technicians. Students will be provided theory and practical repair and refinishing work beginning with basic applications and progressing on to heavy

collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to reach collision repair including glass replacement, welding, replacement of hardware, and trim items.

First Semester			Second Semester		
ABV	1120	Fasteners & Interior Trim . . . 3	ABV	1413	Bumper & Grille Repair . . . 3
ABV	1314	Automotive Welding & cutting . . . 4	ABV	1333	Major Metal Repair . . . 3
ABV	1323	Sheet Metal Repair . . . 3	ABV	1113	Hardware, Glass & Trim . . . 3
ABV	1514	Refinishing . . . 4	ABV	1213	Wind Noise & Water Leak . . . 3
		Written Communications Elective . . . 3			Math/Science - Elective . . . 3
17			15		
Third Semester			Fourth Semester		
ABV	2614	Conventional Frame Repair . . . 4	ABV	2624	Advanced Frame Repair . . . 4
ABV	2710	Fiberglass Repair . . . 3	ABV	2913	Shop Management . . . 3
ABV	2133	Roof Repair . . . 3	ABV	2524	Advanced Refinishing . . . 4
ABV	2813	Collision Analysis & Estimation . . . 3			Oral Communications Elective . . . 3
		Humanities/Fine Arts Elective . . . 3			Social/Behavioral Science Elective . . . 3
16			17		

AUTOMOTIVE BODY REPAIR TECHNOLOGY CERTIFICATE (ABRC)

Certificate Option

First Semester			Second Semester		
ABV	1120	Fastener & Interior Trim . . . 3	ABV	1413	Bumper & Grille Repair . . . 3
ABV	1314	Automotive Welding & cutting . . . 4	ABV	1333	Major Metal Repair . . . 3
ABV	1323	Sheet Metal Repair . . . 3	ABV	1113	Hardware, Glass & Trim . . . 3
ABV	1514	Refinishing . . . 4	ABV	1213	Wind Noise & Water Leak . . . 3
ABV	2813	Collision Analysis and Estimation . . . 3	ABV	2614	Conventional Frame Repair . . . 4
17			16		

AUTOMOTIVE TECHNOLOGY (AVIT)

Advisors: Mr. Pearson, Mr. McLemore

FIRST YEAR

First Semester			Second Semester		
ATT	1513	Basic Fuel Systems 3	ATT	1114	Electrical Systems
ATT	1414	Basic Engine performance 4	ATT	1213	Brakes
ATT	1715	Engine Repair 5	ATT	1316	Manual Drive Train/Transaxles
		*Math/Science - Elective . . . 3			**Written Communications Elective

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(Certificate Program Exit Point) (AUTO)

SECOND YEAR

First Semester			Second Semester		
ATT	2524	Advanced Carburetion System 4	ATT	2534	Computer and Electronic Fuel Injection systems
ATT	2614	Heating and Air Conditioning 4	ATT	2334	Steering & Suspension Systems
ATT	2325	Automatic transmission/Transaxle 5	ATT	2343	Wheel Alignment
		Humanities/Fine Arts Elective 3			Oral Communication Elective
					Social/Behavioral Science - Elective

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Students who lack entry level skills in math, English, science etc., will be provided Remedial Studies.

* A certificate student may substitute an approved course from the second year for this course.

** A certificate student will substitute Heating and Air Conditioning (ATT 2614)

BUSINESS AND OFFICE TECHNOLOGY

This is the era of high technology—the age of information processing. To maintain a competitive edge in this fast paced world, dynamic organizations sense a critical need to do more work in less time, thus generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as more highly qualified personnel.

The overall objective of the Business and Office curriculum is to provide business training in theory and practical applications necessary for employment in high tech government agencies, industries, businesses, and medical and professional areas. The curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

Degree Option

The Associate in Applied Science degree is awarded for successful completion of any one of the following two-year Business and Office Technology concentrations: Accounting Technology, Administrative Support Services Technology (Microcomputer Office Specialist), and Medical Office Technology.

Upon successfully completing the Business and Office Technology curriculum, graduates should be able to apply the theory and practical applications necessary for employment in government agencies, industries, businesses, and medical and professional areas.

Certificate Option

The Business and Office Technology certificate option is designed for those students who wish employable skills without earning a degree. To earn a certificate, a student must complete the first year's requirements of one of the three Business and Office Technology concentrations.

ACCOUNTING TECHNOLOGY CONCENTRATION (BOAT)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

The accounting technology concentration focuses on preparing students as full-charge bookkeepers working with accounts payable, accounts receivable and payroll. This background could lead to positions as accounts payable, accounts receivable, or payroll clerks.

In addition to accounting skills, the strong business administration background, as well as general office skills, would prepare students for positions as office managers.

SUGGESTED COURSE SEQUENCE ESSENTIAL SKILL FOR BUSINESS AND OFFICE AND RELATED TECHNOLOGY PROGRAMS BOV 1013 (3 HRS.)*

FRESHMAN YEAR

First Semester			Second Semester		
BOV	1213	Professional Development 3	BOT	1124	Word Processing Applications 4
BOV	1013	Applied Bus. Mathematics 3	ACC	1223	Principles of Accounting II . . 3
BOV	1113	Document Formatting and Production 3	BAD	2413	Business Law 3
BOV	1113	English Composition I 3	BOT	1413	Records Management 3
BOV	1213	Principles of Accounting I 3	ECO	2113	Principles of Economics . . . 3
BOV	2623	Electronic Spreadsheet 3			

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(Certificate Program Exit Point)

SOPHOMORE YEAR

First Semester				Second Semester			
BOT	2714	Adv. Micro. Applications	4	BOT	2813	Business Communi-	
BOT	2723	Admin. Office				cations	
		Procedures	3			Humanities/fine Arts	
BOT	2412	Computerized				Elec.	
		Accounting	2	BOT	2733	Administrative Office	
		Math/Nat. Science Elec.	3			Mgr.	
SPT	1113	Oral Communications	3	BOT	2133	Desktop Publishing	
						Social/Behavioral Sci	
						Elec.	

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* Keyboarding (BOV 1013) is required of those students who do not possess adequate keyboarding skill.

ADMINISTRATIVE SUPPORT SERVICES TECHNOLOGY
CONCENTRATION

(Microcomputer Office Specialist)

(BAST)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

The administrative support services technology concentration is designed to prepare students for positions as microcomputer office specialists, administrative assistants, or executive secretaries. Emphasis is placed on the development of strong skills in several areas: business computer applications, office communications, accounting, transcription, and records management.

SUGGESTED COURSE SEQUENCE
ESSENTIAL SKILL FOR BUSINESS AND OFFICE
AND RELATED TECHNOLOGY PROGRAMS
BOV 1013 (3 hrs.)*

FRESHMAN YEAR

First Semester				Second Semester			
BOT	1113	Document Formatting	3	BOT	1413	Records Management	
BOT	1213	Professional		BOT	1124	Word Processing	
		Development	3			Applications	
BOT	1313	Applied Business		ACC	1213	Principles of	
		Mathematics	3			Accounting I	
ENG	1113	English Composition I	3	BOT	1513	Machine Transcription	
CPT	2623	Electronic Spreadsheet	3	BOT	1613	Shorthand I	

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(Certificate Program Exit Point)

SOPHOMORE YEAR

First Semester				Second Semester			
BOT	2724	Advanced Microcomputer		BOT	2813	Business Communi-	
		Applications	4			cations	3
BOT	2733	Administrative Office				Humanities/Fine Arts	
		Procedures	3			Elective	3
		Math/Science Elective	3	BOT	2733	Administrative Office	
		Oral Communications	3			Management	3
		Shorthand II	3	BOT	2133	Desktop Publishing	3
		Computerized				Social/Behavioral Science	
		Accounting	2			Elective	3

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* Keyboarding (BOV 1013) is required of those students who do not possess adequate keyboarding skills.

MEDICAL OFFICE TECHNOLOGY CONCENTRATION
(BOMT)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

The medical office technology concentration is designed to prepare students for positions as medical transcriptionists, medical secretaries, medical clerks, medical receptionists, or medical office assistants. Strong emphasis is placed on medical terminology and medical machine transcription. In addition to these skills, office communications, business computer applications, records management, accounting, and office procedures are emphasized.

SUGGESTED COURSE SEQUENCE
ESSENTIAL SKILL FOR BUSINESS AND OFFICE
AND RELATED TECHNOLOGY PROGRAMS
BOV 1013 (3 hrs.)*

FRESHMAN YEAR

First Semester				Second Semester			
BOT	1113	Document Formatting	3	BOT	1413	Records Management	3
BOT	1213	Professional Development	3	BOT	1123	Word Processing	
		Applications	4			Applications	4
ACC	1213	Principles of Accounting	3	ACC	1213	Principles of Accounting	3
BOT	1313	Applied Business		BOT	1513	Machine Transcription	3
		Mathematics	3	BOT	1523	Medical Machine	
ENG	1113	English Composition I	3			Transcription I	3
BOT	1213	Medical Terminology	3				

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(Certificate Program Exit Point)

SOPHOMORE YEAR

First Semester		Second Semester	
BOT	2724 Advanced Microcomputer Applications	BOT	2813 Business Communications
BOT	2723 Administrative Office Procedures	BOT	2733 Administrative Office Management
BOT	2533 Math/Science Elective	BOT	2133 Desktop Publishing Social/Behavioral Science Elective
BOT	2412 Medical Machine Transcription II		Humanities/Fine Arts Elective
	Computerized Accounting		Oral Communications Elective
			15

Keyboarding (BOV 1013) required of those students who do not possess adequate keyboarding skills.

CHILD DEVELOPMENT TECHNOLOGY
(CCST)

Advisor: Ms. George, Ms. Wright

The student enrolled in Child Development Technology is required to successfully complete two academic years of study. An individual will receive an Associate in Applied Science degree. The student receives adequate instruction and training in curriculum planning and implementation. Experiences in coordination of activities in art, music, language arts, and other avenues of learning prepare the student for job placements in private and public day care centers, Head Start, teachers aides in public school systems, and other positions.

Upon successfully completing the childcare supervision technology program, graduates should be able to gain entry level employment in the childcare industry.

FRESHMAN

First Semester		Second Semester	
CDT	1115 Child Care Profession	CDT	1235 Child Growth and Development
CDT	1313 Art for preschool Children	CDT	1513 Child Nutrition and Health Care
CDT	1213 Infant and Toddler Development	CDT	1323 Language Arts for preschool children
CDT	1221 Physical Motor Development for the preschool Child	CDT	1413 Music for Preschool Children
	Written Communications I Elective		Written Communications II Elective
			15

SOPHOMORE YEAR

First Semester		Second Semester	
CDT	2243 Guiding Social and Emotional Behavior	CDT	2925 Technical Practicum II
CDT	2613 Methods and Materials	CDT	2713 Social Studies, Math and Science for the preschool Children
CDT	2115 Technical Practicum I	CDT	2813 Administration of Preschool Programs
	Social/Behavioral Science Elective		Oral Communication
	Math/Natural Science Elective		Fine Arts/Humanities Elective
	17		17

COMPUTER TECHNOLOGY

The objective of the Computer Technology program is to prepare students for successful careers in today's computer-oriented society. The emphasis is placed toward developing competence in computer operations and/or programming so that upon successful completion of a two-year program, graduates may seek entry level positions in business, industry, government, professional areas as data entry operators, computer operators, computer programmers, or microcomputer specialists.

COMPUTER OPERATIONS OPTION
(COPC)

Advisors: Mrs. Griffin, Mrs. Johnson

Upon successfully completing the Computer Operations option, graduates should be prepared for positions as computer operators and/or data entry operators. Instruction will be provided on an on-line business computer system as well as on microcomputers. A certificate will be awarded to those students completing the computer operations option.

FRESHMAN YEAR

First Semester		Second Semester	
CDT	1213 Professional Development		Social/Behavioral Science Elective
CDT	1214 Computer Concepts Programming Logic	BOT	1124 Word Processing Applications
CDT	1210 Principles of Accounting	CPT	1313 Computer Operations
CDT	1113 English Composition	ACC	1223 Principles of Accounting
CDT	1114 Introduction to Computers	CPT	Programming Language Elective
	or		Approved Elective
CDT	1224 Basic Programming Language		
	17		17/16

Students with no prior experience with microcomputer software packages must take introduction to computers their first semester. Students with prior keyboarding experience must take keyboarding their first semester. Students with prior software package experience will take basic programming their first semester.

Upon successful completion of the computer operations option, a student may enter the computer programming option.

RECOMMENDED ELECTIVES:

General Psychology
American National Government
Introduction to Sociology
Introduction to RPG Programming
Electronic Spreadsheet
Database Management

COMPUTER PROGRAMMING OPTION
(CPRT)

Advisors: Mrs. Griffin, Mrs. Johnson

Upon successfully completing the Computer Programming option, students should be prepared for employment as a computer programmer and/or computer operator in a business-oriented environment. Instruction will be provided in several different programming languages, and "hands-on" experience will be included on microcomputers as well as on an on-line business computer system.

The Associate in Applied Science Degree is awarded for successful completion of the Computer Programming option.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1213	Professional Development 3	BOT	1124	Social/Behavioral Science Elective
CPT	1214	Computer Concepts & Programming Logic 4	CPT	1313	Word Processing Applications
ACC	1213	Principles of Accounting 3	ACC	1223	Computer Operations
ENG	1113	English Composition 3	CPT		Principles of Accounting Programming Language
CPT	1114	Introduction to Computers 4			El.
		or			or
CPT	1224	Basic Programming Language 4			Approved Elective

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SOPHOMORE YEAR

First Semester				Second Semester			
2212	Computerized Accounting	2	CPT	2274	Adv. COBOL Programming	4	
2224	Adv. RPG Programming	4	SPT	1113	Oral Communication	3	
2234	Introduction to COBOL Programming	4	BOT	2813	Business Communications	3	
2714	Advanced Microcomputer Application	4	CPT	2324	Systems Analysis & Design	4	
	Mathematics Elective	3			Humanities/Fine Arts Elective	3	
		<hr/> 17				<hr/> 17	

Students with no prior experience with microcomputer software packages must take Introduction to Computers their first semester. Students with no prior keyboarding experience must take Keyboarding their first semester. Students with prior software package experience must take Programming their first semester.

RECOMMENDED ELECTIVES:

Natural/Behavioral Science Electives

General Psychology
American National Government
Introduction to Sociology

Honors/Fine Arts Elective

Art Appreciation
 Music Appreciation
 History Elective
 Literature Elective

Mathematics Elective

Intermediate Algebra
College Algebra
Finite Math

DRAFTING AND DESIGN TECHNOLOGY

Advisors: Mrs. Mayes, Mr. Harrison

The Drafting and Design program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of classroom and practical experience is stressed. Completion of a minimum of 65 semester credit hours of coursework in a two-year program leads to an associate in applied science degree. Students who complete the first year of the Drafting and Design program in concentration (a minimum of 32 semester credit hours) are eligible to receive a Certificate in Drafting and Design Technology.

Students enrolling in Drafting and Design Technology should select one of three areas of concentration upon entering the program. The General Drafting Concentration allows students to obtain skills and knowledge related to several fields of the drafting and design industry. The Industrial Drafting Concentration allows students to emphasize skills and knowledge

related to industrial drafting occupation. The Architectural Drafting Concentration provides students with specialized skills in the architectural drafting and design field.

Students upon completion of one of the following two-year programs receive an associate of applied science degree in drafting with a concentration in either general drafting, architectural drafting or industrial drafting. These programs of study allow students to choose technical electives to enhance their career objectives.

GENERAL DRAFTING CONCENTRATION (GDCT)

FRESHMAN YEAR

First Semester				Second Semester			
DDT	1114	Fundamentals of Drafting	4	DDT	1123	Machine Drafting	3
DDT	1213	Construction Materials	3	DDT	1313	Prin. of CAD	3
CPT	1114	Intro to Computers or		SPT	1113	Oral Communication	3
EET	1613	Systems Programming I	3	DDT	1134	Descriptive Geometry	4
		Written Communications					
		Elective	3				
		Math/Science Elec	3				
			16				16

SOPHOMORE YEAR

First Semester				Second Semester			
EET	1713	Electronic Drafting	3	DDT	2223	Structural Drafting	3
DDT	1413	Elementary Surveying	3	DDT	2423	Mapping & Topo Lab	3
		Technical Elective	3			Technical Elective	3
		Technical Elective	3			Humanities/Fine Arts	
		Physical Science				Electives	3
		Elective	3			Social/Behavioral	
MAT	1323	Trigonometry	3			Science Elective	3
			18				15

Technical electives may be chosen from the following list:

DDT	2623	Arch'tural Design II	3	DDT	2533	Elect. & Piping	3
DDT	2144	Machine Drafting II	4	DDT	2233	Cost Estimating	3
DDT	2323	Advanced CAD	3	DDT	291(1-3)	Special Project	(1-3)
				DDT	2433	Land Surveying Lab	3

ARCHITECTURAL DRAFTING CONCENTRATION (ADCT)

FRESHMAN YEAR

First Semester				Second Semester			
DDT	1114	Fundamentals of Drafting	4	DDT	1123	Machine Drafting	3
DDT	1213	Construction Materials	3	DDT	1313	Prin. of CAD	3
DDT	1114	Intro to Computers or		SPT	1113	Oral Communication	3
DDT	1613	Systems Programming I	3	DDT	1134	Descriptive Geometry	4
		Written Communications					
		Elective	3				
		Math/Science Elec	3				
			16				16

SOPHOMORE YEAR

First Semester				Second Semester			
DDT	1413	Arch'tural Design II	3	DDT	2223	Structural Drafting	3
DDT	1413	Elementary Surveying	3	DDT	2423	Mapping & Topo Lab	3
		Technical Elective	3			Technical Elective	3
		Technical Elective	3			Humanities/Fine Arts	
		Physical Science				Electives	3
		Elective	3			Social/Behavioral	
DDT	1023	Trigonometry	3			Science Elective	3
			18				15

Technical Electives may be chosen from the following list:

DDT	1713	Electronic Drafting	3	DDT	2533	Elect. & Piping	3
DDT	2144	Machine Drafting II	4	DDT	2233	Cost Estimating	3
DDT	2323	Advanced CAD	3	DDT	291(1-3)	Special Project	(1-3)
				DDT	2433	Land Surveying Lab	3

INDUSTRIAL DRAFTING CONCENTRATION (IDCT)

FRESHMAN YEAR

First Semester				Second Semester			
DDT	1114	Fundamentals of Drafting	4	DDT	1123	Machine Drafting	3
DDT	1213	Construction Materials	3	DDT	1313	Prin. of CAD	3
DDT	1114	Intro to Computers or		SPT	1113	Oral Communication	3
DDT	1613	Systems Programming I	3	DDT	1134	Descriptive Geometry	4
		Written Communications					
		Elective	3				
		Math/Science Elec	3				
			16				16

SOPHOMORE YEAR

EET	1713	Electronic Drafting	3	DDT	2223	Structural Drafting	
DDT	2144	Machine Drafting II	4			Technical Elective	
		Technical Elective	3			Technical Elective	
		Physical Science				Humanities/Fine Arts	
		Elective	3			Elective	
MAT	1323	Trigonometry	3			Social/Behavioral	
						Science Elective	
			16				

Technical electives may be chosen from the following list:

DDT	1413	Elementary Surveying	3	DDT	2533	Elect. & Piping Draft	
DDT	2623	Arch'tural Design II	3	DDT	2233	Cost Estimating	
DDT	2323	Advanced CAD	3	DDT	291(1-3)	Special Project	
				DDT	2433	Land Surveying Lab	

DRAFTING & DESIGN TECHNOLOGY CERTIFICATE PROGRAM (DRDC) (One-year Option)

First Semester				Second Semester			
DDT	1114	Fundamentals of Drafting	4	DDT	1123	Machine Drafting	
DDT	1213	Construction Materials	3	DDT	1313	Prin. of CAD	
CPT	1114	Intro to Computers or		DDT	1613	Arch'tural Design I	
EET	1613	Systems Programming I	3	SPT	1113	Oral Communication	
		Written Communications		DDT	1134	Descriptive Geometry	
		Elective	3				
		Math/Science Elec	3				
			16				

ELECTRICAL TECHNOLOGY (ELT)

Advisor: Ms. Everett

The Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and D.C. and A.C. motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Certificate programs in electricity require a minimum of 32 semester credit hours beyond the essential skills level. Students desiring to receive only a certificate may substitute other courses for the six hours of academic credit in the proposed curriculum. Technical programs require a minimum of 6 semester credit hours above the secondary level which includes a recommended 15 hours of academic core courses.

ELECTRICAL TECHNOLOGY (ELTT)

Advisor: Mrs. Mary Everett

FIRST YEAR

First Semester				Second Semester			
ELT	1116	AC/DC Circuits	6	ELT	1123	Commercial and Industrial Wir	3
ELT	1110	Residential/Light Commercial Wiring	3	ELT	1223	Motor Maint. & Troubleshooting	3
ELT	1214	Electrical Power	4	ELT	1413	Motor Control Systems	3
ELT	1310	Blueprints and Estimating	3	ENG	1113	Written Comm. Elective	3
ELT	1310	Math/Science Elective	3	EET	1314	Solid State Devices & Cir	4
			19				16

SECOND YEAR

First Semester				Second Semester			
ELT	2424	Solid State Motor Control	4	ELT	2614	Programmable Logic Controls	4
ELT	1110	Introduction to Computers	3	ELT	2514	Introduction to Instrumentation	4
SCH		Humanities/Fine Arts Elective	3	SCH		Technical Elective	3
SCH		Technical Elective	3	SPT	1113	Oral Communications	3
				SCH		Social/Behav. Science Elect	3
			13				17

Technical Electives:

- ELT Electronic Drafting
- SCH Special Project
- ELT Introduction to Micro Processing
- SCH Digital Electronics

ELECTRICITY-ELECTRONICS-RELATED ENGINEERING CLUSTER (EET and CST)

Advisors: Mr. Jim Blackburn, Mr. Mott

The curriculum is designed to prepare students for employment in government, business and industry as electronic diagnosticians and repair personnel on analog and digital equipment such as computer, digital and analog interface, process control, communication and multipurpose business machines. Successful completion of the two-year program leads to an Associate in Applied Science degree. There are two concentrations available, Electronics Technology and Computer Servicing Technician.

ELECTRONICS TECHNOLOGY
(EET)

Advisors: Mr. Jim Blackburn, Mr. Mott

Electronics Technology is an instructional program that prepares individuals to support electrical engineers and other professionals in the development, and testing of electrical circuits, devices, and systems; generating electricity and distributing electrical power. Included is instruction in model and prototype development and testing; systems design and integration, including design, development of corrective and preventive maintenance techniques; application of engineering data, and preparation of reports and test results.

Technical programs in Electronics Technology require a minimum of 60 semester credit hour (SCH) beyond the essential skills level. Fifteen semester credit hours of academic core courses are included in this minimum. Successful completion of the two-year program leads to an Associate in Applied Science Degree.

FRESHMAN YEAR

FRESHMAN YEAR			
EET	1116	First Semester	
MAT	1313	AC-DC Circuits	6
*		Alg 1 or Math Elective	3
*		Technical Elective	3
		Technical Elective	3
EET	1314	Second Semester	
		Solid State Devices	
		And Circuits	
EET	1214	Digital Electronics	
*		Technical Elective	
ENG	1113	English Comp I	
		Fine Arts or	
		Humanities	

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SOPHOMORE YEAR

SOPHOMORE YEAR			
EET	2334	First Semester Linear Integrated Circuits	4
EET	1324	Microprocessors	4
PHY	2313	Survey of Physics I	3
PSY	1113	Psychology	3
SPT	1113	Oral Communication	3
EET	2414	Second Semester Electronic Communication Interfacing Techniques	
EET	2514	Survey of Physics II	
PHY	2323	Elective	
*		Technical Elective	
17			

* Technical Electives must have approval of program advisor

COMPUTER SERVICING TECHNOLOGY
(CST)

Advisors: Mr. Mott, Mr. Jim Blackburn

Computer Servicing Technology is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

Technical programs in Computer Servicing Technology require a minimum of 66 semester credit hours (SCH). This total includes a minimum of 18 of academic core courses and 51 SCH of technical courses. Successful completion of the two-year program leads to an Associate in Applied Science Degree.

FRESHMAN YEAR

FRESHMAN YEAR				
First Semester			Second Semester	
1116	AC-DC Circuits	6	EET 1214	Digital Electronics 4
	Computer Related		EET 1314	Solid State Devices
	Elective	3		and Circuits 4
	Math-Science Elective	3	CPT 1224	Basic Programming 3
1113	Electronics Drafting	3	ENG 1113	English Comp 1 3
			*	Technical Elective 3
		15		17

SOPHOMORE YEAR

SOPHOMORE YEAR						
First Semester				Second Semester		
1324	Microprocessors	4	CST	2123	Computer Service II	4
9334	Linear Integrated Circuits	4	*		Technical Elective	3
9313	Survey of Physics 1	3	EET	2514	Interfacing Techniques	4
1113	Computer Service 1	3	PSY	1113	Psychology 1	3
1110	Oral Communication	3	*		Humanities-Fine Arts Elective	3
<hr/>				<hr/>		
17				17		

Technical Electives must have approval of program advisor

HEATING AND AIR CONDITIONING TECHNOLOGY
(ACTT)

Advisor: Mr. Miles

Heating and Air Conditioning Technology is an instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial organization performing special tasks relating to designing networks, assembly, installation, servicing, operation, and maintenance of heating or cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

A Certificate of Heating and Air Conditioning will be awarded the students who successfully complete the 2 semester certificate program. An Associate of Applied Science Degree in Heating and Air Conditioning Technology will be awarded the graduates of the 4 semester technical program.

FRESHMAN YEAR

FRESHMAN YEAR			
First Semester		Second Semester	
ACT	1114	Basic Compression Refrigeration	4
ACT	1213	Climatic Controls I	3
ELT	1214	Electrical Power	4
ACT	1913	Tubing and Pipe	3
		*Written Communications/ or ACT 2623 Heat Load Calculation & Duct Sizing	3
		<hr/> 17	

SOPHOMORE YEAR

First Semester				Second Semester			
ACT	2423	Air Conditioning II	3	ACT	2433	Air Conditioning III	
ACT	2513	Computerized Energy Management I	3	ACT	2523	Computerized Energy Management II	
ACT	2623	Heat Load Calculation and Duct Sizing	3			Oral Communications	
ACT	2611	Psychrometrics	1			Elective	
		Humanities/Fine Arts Elective	3			Technical Elective	
			<hr/>				
			16				

METAL FABRICATION TECHNOLOGY (MFTE)

Advisor: Mr. Bayne

This is a departure from traditional trade training. Rather than confining itself to a single trade the plan allows the student to gain the basic knowledge and skills of two trades: "Metal Fabricator" and "Combination Welder."

After completion of this course of study the student should be able to enter the job market after testing as a class three or above welder or a junior fabricator-layout person.

First Semester				Second Semester			
MFT	1113	Intro. to Metal Fab. Technology	3	MFT	1513	Technical Elective Interpreting Industrial Drawing & Application	3
MFT	1213	Fab. Layout and Measurement	3	MFT	1613	Intro. to Brakes, Shears, Punch & Drill Presses	3
ENG	1113	English Composition I	3			Intermediate Algebra or College Algebra	3
PMT	1213	Blueprint Reading & Sketching	3	MFT	1424	Special Welding Processes	3
MFT	1313	Oxyacetylene Cutting, Brazing, and Welding	3				
MFT	1413	Basic Principles and Practices of Arc Welding	3				
			18				

Third Semester				Fourth Semester			
Social/Behavioral Science Elective	3	PHY	2323	Survey of General Physics II	3		
Print and Operation of Grinding	4	MFT	2435	Adv. Welding and Cutting	5		
Survey of Gen. Physics I	3	AMT	1323	Principles of Fluid Power	3		
Introduction to CAD	3	PMT	1324	Drilling, Milling, and Sawing Processes	4		
Oral Communication	3						
	<hr/> 16						<hr/> 15

Recommended Electives

1113	Social/Behavioral Science Elective
1113	Basic Computer Prog. Intro. to Sociology
1113	General Psychology Principles of Economics
1113	Metallurgy

Technical Electives

TDD	1113	Fund. of Drafting
TDD	1313	Graphics Comm.
TDD	1213	Descriptive Geo.
TDD	2133	Advanced CAD
TDD	1313	Basic Computer Programming
ROT	1213	Pneumatics

METAL FABRICATION TECHNOLOGY CERTIFICATE (MFTC)

First Semester				Second Semester			
MFT	1113	Intro. to Metal Fab. Technology	3	MFT	1513	Interpreting Industrial Drawings and Applications	3
MFT	1213	Fab. Layout and Measurement	3	MFT	1613	Intro. to Brakes, Shears, Punch and Drill Presses	3
MFT	1213	Blueprint Reading and Sketching	3	MFT	1424	Special Welding Processes	4
MFT	1313	Oxyacetylene Cutting, Brazing and Welding	3	MFT	2435	Adv. Welding and Cutting	5
MFT	1413	Basic Principles and Practices of Arc Welding	3				
			<hr/> 15				<hr/> 15

MACHINE SHOP TECHNOLOGY (PMAT)

Advisor: Mr. Richard Clark

This program is designed to prepare students to enter the machinist trade at the apprentice level. The student will be able to interpret blueprints, make necessary shop mathematical calculations, skillfully operate the lathe, shaper, milling machine, grinders, drills, and make precision measurements. Also, the student will be competent in machining methods, metallurgy, heat treatments of metals, programming and operation of CNC equipment.

FRESHMAN YEAR

First Semester				Second Semester			
MST	1313	Advanced Shop Math	3	MST	1124	Power Machinery II	
MST	1413	Blueprint Reading	3	MST	1523	Machine Tools II	
MST	1115	Power Machinery I	5	MST	1613	Precision Layout	
MST	1513	Machine Tools I	3	MST	1423	Advanced Blueprint Reading	
ENG	1113	English Comp. I	3			Math/Science Elective	

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SOPHOMORE YEAR

FIRST SEMESTER				SECOND SEMESTER			
TDD	1133	Intro. to CAD	3	MST	2144	Advanced Power Machinery II	
MST	2135	Advanced Power Machinery I	5	MST	2725	Computer Numerical Control II	
MST	2714	Computer Numerical Control I	4	MST	2813	Metallurgy	
		Humanities/Fine Arts Elective	3	SPT	1113	Oral Communications Social/Behavioral Elective	

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MACHINE SHOP TECHNOLOGY CERTIFICATE PROGRAM (PMTc)

First Semester				Second Semester			
MST	1313	Advanced Shop Math	3	MST	1124	Power Machinery II	
MST	1413	Blueprint Reading	3	MST	1523	Machine Tools II	
MST	1115	Power Machinery I	5	MST	1613	Precision Layout	
MST	1513	Machine Tools I	3	MST	1423	Advanced Blueprint Reading	
TDD	1133	Intro to CAD	3	MST	2813	Metallurgy	

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VOCATIONAL PROGRAMS

The following East Central Community College Vocational Programs are designed to teach the students a trade. A certificate is issued upon satisfactory completion of one of the programs. Many job opportunities are available to those who complete one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each vocational field, as well as laboratory experiences are given each student. A vocational learning lab is provided to give additional training to students in each trade area. See Cosmetology daily schedule, which includes seven hours a day, five days a week.

CARPENTRY & CABINET MAKING (CCMA)

Advisor: Mr. Lyons

This program is designed to prepare the student for the entry level of Carpentry and Cabinet Making trades. It provides training in the basic skills and technical knowledge in both rough and finish carpentry and in cabinet making. This training includes proper tools, equipment and material uses that are comparable to those that are used in the industry. This course of study will be centered around the performance of useful and/or productive jobs. A student who completes the first year will receive a certificate in Basic Carpentry. A student who completes the second year will receive a certificate in Advanced Carpentry.

BASIC CARPENTRY (CCMA)

First Semester				Second Semester			
1115	Plans, Specification and Foundations	5	CAV	1128	Cabiner Construction	8	
1215	Floor, Wall, Ceiling, Roof Framing & Roofing	5	CAV	1225	Hardware, Trim & Laminates	5	
1317	Insulation, Exterior and Interior Finishing and Coordinating	7	CAV	1324	Cabiner Finishing	4	

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ADVANCED CARPENTRY (CACA)

First Semester				Second Semester			
2104	Blueprint Reading, Specs, Codes & Foundation	4	CAV	2148	Cabiner Construction Techniques	8	
2205	Techniques in Framing and Roofing	5	CAV	2245	Laminate Application Trim and Hardware	5	
2308	Exterior & Interior Finishing, Insulating and Coordinating	8	CAV	2344	Cabiner Finishing	4	

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680 Clock Hours 68 Semester Hours
30 Clock Hours = One Semester Hour

COSMETOLOGY (COSM)

Advisor: Mrs. Griffin

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State.

A student enrolling must be at least 17 years of age or must have completed high school, or obtained the GED.

During the training period, students must maintain an overall average grade of 85 to be eligible for State Board Examination in order to obtain license.

Fifteen hundred clock hours of training are required to complete this course. These 1500 hours are completed in the 12-month course.

First Semester		Second Semester	
COV 1117	Introduction to Cosmerology7	COV 1225	Cosmerology Theory II
COV 1213	Cosmerology Theory I3	COV 1512	Manicure and Pedicure
COV 1311	Scalp and Hair Care Treatment1	COV 1333	Permanent Waves
COV 1323	Hair Shaping and Styling3	COV 1343	Hair Coloring and Lightening
COV 1412	Care and Styling of Wigs2	COV 1352	Chemical Hair Relaxing
	<hr/> 16		
Third Semester			
COV 1236	Cosmerology Theory III6		
COV 1612	Facials and Makeup2		
COV 1362	Thermal Techniques2		
COV 1712	Beauty Salon Management2		
	<hr/> 12		
1500 Clock Hours		43 Semester Hours	
35 Clock Hours = One Semester Hour			

COSMETOLOGY TEACHER TRAINING (CTTC)

Advisor: Mrs. Griffin

Approved by MISSISSIPPI STATE BOARD OF COSMETOLOGY

For licensed Cosmetologist with minimum of two years experience.

Major Units of Instruction	Semester Hours	Clock Hours
COV 2413 Teacher Trainee Observation	3	105
COV 2415 The Professional Teacher	5	175
COV 2433 Student Motivation and Learning	3	105
COV 2449 Methods Management and Materials	9	315
COV 2453 Testing and Evaluation	3	105
COV 2461 Cosmetology Law, Rules, and Regulations	1	35
TOTAL	24	750

Requirements for entering program:

Must be 21 years of age to take State Board Exam

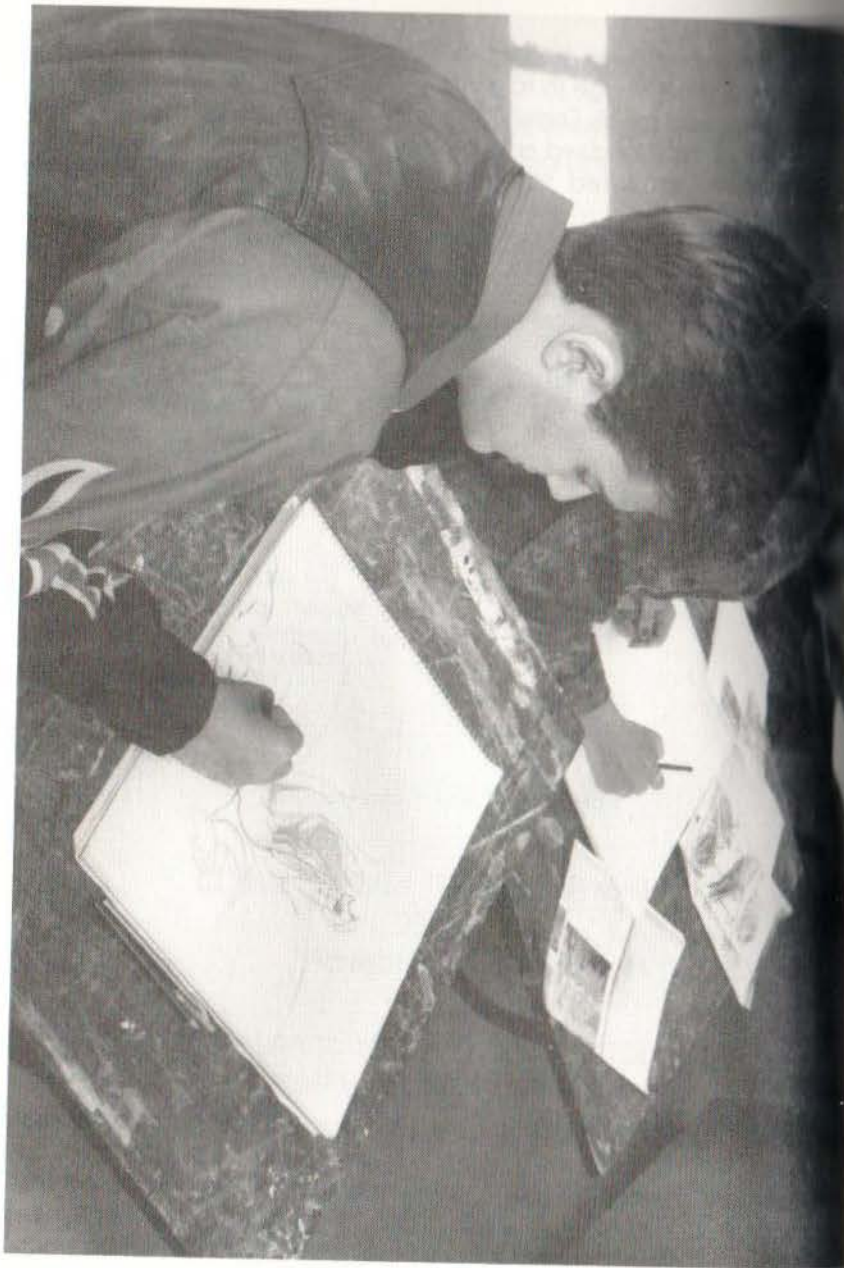
Must read, write and speak English

Graduate of an accredited cosmetology school

Successfully completed 12 semester hours of approved academic coursework

Hold a current, valid Mississippi Cosmetology License

Two years active practical experience as a licensed cosmetologist



CHAPTER 6

DESCRIPTION OF COURSES

UNIVERSITY PARALLEL

East Central Community College adheres to the common course number system adopted by the Mississippi Association of Community Colleges. The numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required of freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credited by the course. The second and third digits are used to separate courses within departments. Course descriptions used in this catalog are those adopted in the uniform numbering system and are intended to be equivalent to those courses at the same level at four-year institutions.

ACCOUNTING

- ACC 1210 — PRINCIPLES OF ACCOUNTING** — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures and one hour laboratory. Three semester hours credit.
- ACC 1220 — PRINCIPLES OF ACCOUNTING** — A continuation of Accounting 1210. Prerequisite: Accounting 1210. Three lectures and one hour laboratory. Three semester hours credit.

ART

- ART 1110 — ART APPRECIATION** — A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial arts) on a conceptual basis. Three lectures. Three semester hours credit.
- ART 1010 — DRAWING I** — Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1020 — DRAWING II** — (Prerequisite: ART 1010) Introduction to color dynamics and precision drawing as used in creative expression. Emphasis

on composition. Required of art majors. Six hours laboratory. Three semester hours credit.

ART 1413 — DESIGN I — Emphasis on principles and materials in design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Six hours laboratory. Three semester hours credit.

ART 1423 — DESIGN II — (Prerequisite: ART 1313 or special permission of the instructor). Continuation of basic principles of design, color, texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three semester hours credit.

ART 1913 — ART FOR ELEMENTARY TEACHERS — Designed for the needs of the elementary education student. Includes essentials of public school art, study of development of the children's art, experiences with many forms of two-dimensional art problems, and experiences with a variety of media. Two lectures and two hours laboratory per week. Three semester hours credit.

ART 2513 — PAINTING I — (Prerequisite: ART 1313, 1323, 1413 & 1423). Techniques used in painting water colors, oils, pastels, or other media in still life and landscape pictures. Six hours laboratory. Three semester hours credit.

ART 2613 — CERAMICS I — A studio course designed to cover the making of pottery from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures. An appreciation of the ceramics of the past and present will be included. Six hours laboratory. Three semester hours credit.

BIOLOGY

BIO 1134 — GENERAL BIOLOGY — A laboratory course in general biological principles including a survey of the kinds of plants and animals, their structure, and function, and relationships with each other and the environment. Three lectures and two hours laboratory. Four semester hours credit.

✓ BIO 1144 — GENERAL BIOLOGY — A continuation of BIO 1134. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2414 — ZOOLOGY — A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2424 — ZOOLOGY — A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2514 — HUMAN ANATOMY AND PHYSIOLOGY — Study is made of anatomy and physiology of the human body as an integrated whole.

with more detailed studies of the skeletal, muscular, and nervous systems. Prerequisite: General Chemistry (CHE 1214), Biology, satisfactory standing or admission to a health related program at ECCC. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2524 — HUMAN ANATOMY AND PHYSIOLOGY — A continuation of Anatomy and Physiology 2514 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: Human Anatomy 2514. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2224 — MICROBIOLOGY — A survey of the microbes (microscopic organisms) of both plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy, and life cycles. Three hours lecture and two hours laboratory. Four semester hours credit.

BUSINESS ADMINISTRATION

BUS 2020 — BUSINESS STATISTICS — Introduction to statistical data for business management and control. Three lectures. Three semester hours credit.

BUS 2410 — THE LEGAL ENVIRONMENT OF BUSINESS — Designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Three semester hours credit.

CHEMISTRY

CHE 1214 — GENERAL CHEMISTRY I — Atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept, types of solutions, energy-enthalpy. Corequisite or prerequisite: college algebra.

CHE 1224 — GENERAL CHEMISTRY II — Gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination compounds. Prerequisites: satisfactory completion of General Chemistry I.

CHE 2424 — ORGANIC CHEMISTRY I — A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: General Chemistry II.

CHE 2434 — ORGANIC CHEMISTRY II — A continuation of Chemistry 2424. A study of Aromatic and complex compounds. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: Organic Chemistry I.

COMPUTER SCIENCE

CSC 1113 — INTRODUCTION TO COMPUTER CONCEPTS — A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three lectures. Three semester hours.

CSC 1213 — BASIC COMPUTER PROGRAMMING — The writing of programs using the BASIC computer language. It is not open to Data Processing or Computer Science majors. Three lectures. Three semester hours.

CSC 1123 — MICROCOMPUTER APPLICATIONS — Designed to teach the use of major applications packages as used on microcomputers in business education, and other environments. The packages will include the Text Operating System, Spreadsheet, Word Processing, Database, and Graphics. Three hours lecture with open lab. Three semester hours credit.

CSC 1313 — FORTRAN PROGRAMMING — Introduction to digital computers and computer programming using the FORTRAN language. Three lectures. Three semester hours.

CSC 1613 — COMPUTER PROGRAMMING I — Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in a high-level programming language with a variety of applications. Three hours lecture. Credit, three semester hours.

CSC 2623 — COMPUTER PROGRAMMING II — Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging & testing of larger programs. Three hours lecture. Credit, three semester hours. Prerequisite: Computer Programming I.

ECONOMICS

ECO 2113 — PRINCIPLES OF ECONOMICS (MACROECONOMICS) — An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three semester hours credit.

ECO 2123 — PRINCIPLES OF ECONOMICS (MICROECONOMICS) — A continuation of Economics 2113 with emphasis on price and production theory. Three lectures. Three semester hours credit.

EDUCATION

EDU 1111 — LIBRARY SCIENCE — This course provides information concerning the development of books and libraries and instruction in and practice of the skills necessary for selecting, locating, and using library material.

EDU 1321 — CAREER EXPLORATION — A course designed to assist students in determining career goals. Interest tests and aptitude tests are given to help students determine career choices.

EDU 1411 — IMPROVEMENT OF STUDY — This course is designed to aid the student in three basic areas: adjustment to college life, development of good study skills, and the formation of good test-taking skills.

EDU 1803 — LEADERSHIP AND ORGANIZATION SKILLS — A study of leadership styles, skills, roles, and functions of leaders of organizations. The course integrates writings from the humanities. These historical and philosophical works, which include multi-cultural readings, not only constitute the collective wisdom of mankind, but also provide rich insight into leading. The course will be taught as fifteen skill modules.

ENGINEERING

ENR 2413 — ENGINEERING MECHANICS (STATICS) — Equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Distributed forces, structures, friction, and moments of inertia in three dimensions. Three hours lecture. Three semester hours credit.

EDUCATIONAL PSYCHOLOGY

EPY 2513 — CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I) A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three semester hours credit.

EPY 2503 — HUMAN GROWTH AND DEVELOPMENT — A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities and interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people.

ENGLISH

ENG 1103 — DEVELOPMENTAL ENGLISH I — This course covers basic reading and oral communication skills with special emphasis on comprehension and vocabulary building in reading and standard English pronunciation in speaking. Three hours per week. Three semester hours credit.

ENG 1203 — DEVELOPMENTAL ENGLISH II — This course covers the basics of English writing with emphasis on identifying and correcting the problems of individual students. The course involves sentence and paragraph writing, as well as practical writing such as business letters and resumes. Three hours per week. Three semester hours.

ENG 1113 — ENGLISH COMPOSITION — A study of grammar and composition, with emphasis on the sentence and the paragraph, readings, frequent themes. Three lectures. Three semester hours credit.

- ENG 1123 — ENGLISH COMPOSITION — A continuation of English 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three semester hours credit.
- ENG 1213 and 1223 — HONORS ENGLISH COMPOSITION — Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization and precise writing. Special attention given to critical reading, to word analysis, to using the library, and to documented research writing. Enrollment by invitation. Three semester hours credit each.
- ENG 2133 — CREATIVE WRITING — Consent of the instructor is required. Writing the poem, the short story, and the play. Prerequisite: English Composition I.
- ENG 2223 — AMERICAN LITERATURE I — Representative prose and poetry of the United States from colonial beginnings to Walt Whitman. Three lectures. Three semester hours credit.
- ENG 2233 — AMERICAN LITERATURE II — Representative prose and poetry of the United States from Walt Whitman to the present. Three lectures. Three semester hours credit.
- ENG 2323 — ENGLISH LITERATURE I — A survey of English literature from Beowulf through the Age of Neo-Classicism. Three lectures. Three semester hours credit.
- ENG 2333 — ENGLISH LITERATURE II — A survey of English literature from the Age of Revolution and Romance to the present time. Three lectures. Three semester hours credit.
- ENG 2353 — HONORS ENGLISH LITERATURE I — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from its beginning until 1798. An individualized course with attempts to program the study of literature to the student's major interests and skills. Enrollment by invitation.
- ENG 2363 — HONORS ENGLISH LITERATURE II — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interest and skills. Enrollment by invitation.

HEALTH PHYSICAL EDUCATION AND RECREATION

- HPR 1131 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.
- HPR 1141 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.

- HPR 1213 — PERSONAL AND COMMUNITY HEALTH — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three semester hours credit.
- HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three semester hours credit.
- HPR 1551 — FITNESS AND CONDITIONAL TRAINING — This is a laboratory course in weight lifting which is open to the general student. Two hours laboratory.
- HPR 1561 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in weight lifting which is open to the general student. Two hours laboratory.
- HPR 2131 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.
- HPR 2141 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.
- HPR 2213 — FIRST AID — Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Three lectures. Three semester hours credit.
- HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three semester hours credit.
- HPR 2531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in tennis. Two hours per week. One semester hour credit.
- HPR 2541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.
- HPR 2551 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.
- HPR 2561 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights and conditioning. Two hours per week. One semester hour credit.

HISTORY

HIS 1163 — WORLD CIVILIZATION I — A survey of man's struggle for civilization from early times to the times of the Commercial Revolution and the New Society. Covers all major areas of the world with appropriate attention. Three lectures, three semester hours credit.

HIS 1173 — WORLD CIVILIZATION II — A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. Three lectures, three semester hours credit.

HIS 2213 — AMERICAN (U.S.) HISTORY I — A survey of U.S. history from the period of discovery and exploration through Reconstruction.

HIS 2223 — AMERICAN (U.S.) HISTORY II — A survey of U.S. history from Reconstruction to the present. Three lectures. Three semester hours credit.

HIS 2243 — HONORS AMERICAN (U.S.) HISTORY I — Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required.

HIS 2253 — HONORS AMERICAN (U.S.) HISTORY II — Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required.

HOME ECONOMICS

HEC 1111 — SOCIAL USAGE — The essentials of good manners and accepted standards of social usage. One lecture. One semester hour credit.

HEC 1131 — INTRODUCTION TO MODELING — A course designed to teach students all the fundamentals of visual poise together with modeling techniques. Through this course, a student will learn not only basic rules for modeling, but will also learn the various fields of modeling and will gain experience modeling and writing commentaries. Two hour laboratory. One semester hour academic credit.

HEC 1141 — MODELING — A course designed to practice modeling and to train students to be professional models. The students will participate in style shows and for various other audiences. Prerequisite: Introduction to Modeling and selection to Fashion Squad. Two hours laboratory. One semester hour activity credit.

HEC 1253 — NUTRITION — This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption.

HUMANITIES

HUM 1110 — HUMANITIES — Deals with the achievements of Western man as reflected in the art, architecture, and customs of selected European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the completion of the tour and the project, a student shall earn three semester hours of credit in the humanities.

JOURNALISM

JOU 1111 — COLLEGE PUBLICATIONS — A laboratory course in college newspaper and yearbook production.

JOU 1121 — COLLEGE PUBLICATIONS — A continuation of JOU 1111.

JOU 2111 — COLLEGE PUBLICATIONS — A continuation of JOU 1121.

JOU 2121 — COLLEGE PUBLICATIONS — A continuation of JOU 2111.

MATHEMATICS

MAT 1203 — DEVELOPMENTAL ALGEBRA — Elementary Algebra. Three hours. Three semester hours credit.

MAT 1203 — INTERMEDIATE ALGEBRA — (Prerequisite: One year high school algebra or MAT 1203) This course is designed for students whose qualifications are deficient for College Algebra or Technical Math. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, simultaneous equations, and basic geometric concepts.

MAT 1313 — COLLEGE ALGEBRA — A review of algebraic operations, systems of linear equations, and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three semester hours credit.

MAT 1323 — TRIGONOMETRY — The study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three semester hours credit.

MAT 1333 — FINITE MATHEMATICS — Review of systems of linear equations and inequalities in two and three variables, linear programming, basic methodology of calculus with orientation toward business decision-making. Three lectures. Three semester hours credit.

MAT 1613 — CALCULUS I — Coordinate systems, basic theorems of analytics, functions, limits, the derivative, the integral, differentiation and integration of algebraic functions, and applications. Three lectures. Three semester hours credit. (1823)

MAT 1623 — CALCULUS II — Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. Three lectures. Three semester hours credit. Prerequisite: MAT 1613.

MAT 1723 — THE REAL NUMBER SYSTEM — Structure and properties of number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three semester hours credit. Prerequisite: College Algebra or sophomore standing.

MAT 1733 — INFORMAL GEOMETRY AND ALGEBRA — Basic ideas and structure of algebra; intuitive foundations of geometry. Three lectures. Three semester hours credit. Prerequisite: College Algebra.

MAT 2613 — CALCULUS III — Solid analytics vector, improper integrals, integration. Three lectures. Three semester hours credit.

MAT 2623 — CALCULUS IV — Infinite series, partial differentiation, multiple integrals. Three lectures. Three semester hours credit. Prerequisite: MAT 2613.

MAT 2913 — DIFFERENTIAL EQUATIONS — Solution of first and higher order differential equations; existence theorems; solution by series; application to problems in geometry, physics and chemistry. Three lectures. Three semester hours credit. Prerequisite: MAT 2623.

MODERN FOREIGN LANGUAGE

MFL 1113 — ELEMENTARY SPANISH I — Designed to develop language skills of speaking, reading and writing. Phonetic symbols are used to insure correct pronunciation. Three lectures. Three semester hours credit.

MFL 1123 — ELEMENTARY SPANISH II — A continuation of Spanish 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three semester hours credit.

MFL 2213 — INTERMEDIATE SPANISH I — A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student use. Conversaphone tapes are used.

MFL 2223 — INTERMEDIATE SPANISH II — A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students use of the language.

MUSIC FOUNDATIONS

(Education, History, Literature and Theory)

MUS 1113 — MUSIC APPRECIATION — Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three semester hours credit.

MUS 1123 — MUSIC SURVEY (Majors) — Listening course, designed to acquaint the music major with basic stylistic traits of the major eras of

music history from the renaissance to the present. Three lectures. Three semester hours credit.

MUS 1133 — FUNDAMENTALS OF MUSIC — Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their functions.

MUS 1214 — MUSIC THEORY I — Basic training in harmonic, melodic, and rhythmic elements of music. Four-part writing, ear-training, dictation, keyboard-harmony, and sight singing. Three lectures and two hours laboratory. Four semester hours credit.

MUS 1224 — MUSIC THEORY II — A continuation of MUS 1214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2214 — MUSIC THEORY III — A continuation of MUS 1224. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2224 — MUSIC THEORY IV — A continuation of MUS 2214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2510 — MUSIC FOR CHILDREN I — Music course designed for elementary education majors. A study of the fundamentals of music, singing activities, accompanying skills and the application of teaching music to children. Three lectures. Three semester hours credit.

MUSIC APPLIED

(Drum, Guitar, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before enrolling.

MUS 1141, 1151, 2141, 2151 — BRASS FOR NON-MAJORS (Elective Brass) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUS 1172, 1182, 2172, 2182 — BRASS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUS 1242, 1252, 2142, 2152 — GUITAR FOR MAJORS I, II, III, & IV — One hour lessons. Two semester hours credit.

MUS 1301, 1341, 2331, 2341 — ORGAN FOR NON MAJORS (Elective Organ) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUS 1362, 1372, 2362, 2372 — ORGAN FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUS 1441, 1451, 2441, 2451 — PERCUSSION FOR NON-MAJORS (Elective Percussion) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUS 1511, 1521, 2511, 2521 — CLASS PIANO I, II, III, & IV — One hour lesson. One semester hour credit.

MUS 1541, 1551, 2541, 2551 — PIANO FOR NON-MAJORS (Elective piano) I, II, III, & IV — Half-hour lesson. One semester hour credit. Prerequisite: Previous piano study.

- MUA 1572, 1582, 2572, 2582 — PIANO FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1711, 1721, 2711, 2721 — CLASS VOICE I, II, III, & IV — One hour lesson. One semester hour credit.
- MUA 1741, 1751, 2741, 2751 — VOICE FOR NON-MAJORS I, II, III, & IV — One-half hour lesson. One semester hour credit.
- MUA 1772, 1782, 2772, 2782 — VOICE FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1841, 1851, 2841, 2851 — WOODWINDS FOR NON-MAJORS (Flute and Woodwinds) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1872, 1882, 2872, 2882 — WOODWINDS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1472, 1482, 2472, 2482 — PERCUSSION FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUSIC ORGANIZATIONS

(Marching Band, Contralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

- MUO 1111, 1121, 2111, 2121 — BAND I, II, III, & IV — One semester hour credit.
- MUO 1141, 1151, 2141, 2151 — COLLEGIANS I, II, III, & IV — One semester hour credit.
- MUO 1171, 1181, 2171, 2181 — JAZZ BAND I, II, III, & IV — One semester hour credit.
- MUO 1211, 1221, 2211, 2221 — CHOIR I, II, III, & IV — One semester hour credit.
- MUO 1241, 1251, 2241, 2251 — ACCENTS I, II, III, & IV — One semester hour credit.

PHILOSOPHY AND BIBLE

- PHI 1113 — OLD TESTAMENT SURVEY — This is a study of the Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy and poetry.
- PHI 1133 — NEW TESTAMENT SURVEY — This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in Gospels, Acts, and the other New Testament books.

PHYSICS

- PHY 2313 — SURVEY OF GENERAL PHYSICS I — A study of laws of mechanics, heat, and sound. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2323 — SURVEY OF GENERAL PHYSICS II — A study of laws of electricity and light. Two lectures and two hours laboratory. Three semester hours credit.

- PHY 2414 — GENERAL PHYSICS — The fundamental concepts and laws of mechanics, heat and sound. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1323.
- PHY 2424 — GENERAL PHYSICS — The fundamental concepts and laws of electricity, magnetism, light and modern physics. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2414.
- PHY 2514 — GENERAL PHYSICS 1-A — Taught with the aid of calculus. A study of mechanics, heat, and sound. Primarily for engineering, science, and mathematics students. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1623, prerequisite MAT 2613.
- PHY 2524 — GENERAL PHYSICS 11-A — Taught with the aid of calculus. A study of magnetism, electricity, and light. Primarily for engineering. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2514.

POLITICAL SCIENCE

- PSC 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects of and basis for American Government. Three lectures. Three semester hours credit.
- PSC 1120 — AMERICAN STATE AND LOCAL GOVERNMENT — A survey of the relationship between state and federal government and between states and their subdivisions; organization, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three semester hours credit.
- PSC 1153 — Honors American National Government substitutes for PSC 1113. Survey of the organizations, political aspects of and basis for American Government. Special projects and recitations required. Instructor approval required.

PSYCHOLOGY

- PSY 1513 — GENERAL PSYCHOLOGY — An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development, principles of learning, sensation and perception, thinking, statistics, personality, and intelligence. Three lectures. Three semester hours credit.

SECRETARIAL SCIENCE

- SEC 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit.

- SEC 1123 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary Typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabular forms. Three semester hours credit.
- SEC 1213 — ELEMENTARY SHORTHAND — Introduction to the theory and practice of Gregg shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit.
- SEC 1223 — INTERMEDIATE SHORTHAND — (Prerequisite: Elementary Shorthand or equivalent and typewriting). Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit.
- SEC 2113 — ADVANCED TYPEWRITING — A continuation of SEC 1113.
- SEC 2533 — WORD PROCESSING I — (Prerequisite: Typewriting). Keyboarding and an Introductory Computer Course) instruction in the use of the microcomputer/word processor. Three semester hours credit.
- SEC 2543 — WORD PROCESSING II — This course is designed to equip students with enough basic knowledge and understanding to produce finished documents on any word processing system. Keyboarding skills are acquired through actual applications. Prerequisites: Typewriting, SEC 1113 or SEC 1123, Word Processing I, SEC 2533. Three hours lecture plus additional lab work.

SOCIOLOGY

- SOC 2113 — INTRODUCTION TO SOCIOLOGY — Deals with human relationships. Students will receive a synopsis of the whole field of sociology including the social world, the social and cultural process within this world, and the integration of the processes in relation to the individual, the group, and the institution. Three lectures. Three semester hours credit.
- SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lectures. Three semester hours credit.

SPEECH AND THEATRE

- SPT 1113 — ORAL COMMUNICATION (PRINCIPLES OF SPEECH) — Covers correct and effective English: correct pronunciation and enunciation, breath control, study and practice in making speeches for all occasions, and emphasis on organization of material and practice in speaking before the group. Three lectures. Three semester hours credit.
- SPT 1213 — FUNDAMENTALS OF THEATRE — A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama and investigation of essential elements of play production. Three lectures. Three semester hours credit.

- SEC 1203 — ACTING — An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Three semester hours credit.
- SEC 1241 — Drama Production I — Participation in college drama productions.
- SEC 1251 — Drama Production II — Participation in college drama.
- SEC 1241 — Drama Production III — Participation in college drama.
- SEC 1251 — Drama Production IV — Participation in college drama.

HEALTH RELATED

ASSOCIATE DEGREE NURSING PROGRAM

- NUR 1118 — FUNDAMENTALS OF NURSING I — Foundation for all subsequent nursing courses. Introduction to nursing, the nursing process, patient assessment, and normal basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Areas of study include pharmacology, asepsis, assessment and problem-solving, care of the normal newborn, pre-natal and post-natal care of the maternity patient, nursing care plans, nursing diagnosis, and therapeutic communication. The student will acquire proficiency in basic nursing skills to care for patients in nursing homes and hospitals. Clinical facilities include college laboratory, hospitals, and nursing homes. Prerequisites: BIO 1514, BIO 1524, CSC 1123, MAT 1233 or higher. Six hours lecture, six hours laboratory. Eight semester hours credit.
- NUR 1111 — NURSING SEMINAR I — This seminar is designed to promote interest in nursing organizations and special interest groups pertaining to the field of nursing. Prerequisites: Currently enrolled in NUR 1118. Eight clock hours. One semester hour credit.
- NUR 1133 — CONCEPTS OF PSYCHIATRIC/MENTAL HEALTH NURSING — This course offers fundamental concepts for the provision of care for patients with unmet psychosocial needs. The psychopathology underlying altered behavioral responses to unmet needs will be explored as a basis for understanding the rationale for nursing approaches. Focus of study includes patients in labor and delivery, nursery, postpartum, depression crisis and neuroses, and patients having surgery: recovery room, surgical, and post-operative patients. Prerequisites: NUR 1111, NUR 1118, PSY 1513. Fifty clock hours clinical, two hours lecture. Three semester hours credit.

NUR 1128 — NURSING SCIENCE II — In this course of nursing the student will use the nursing process to assess, plan and implement nursing care to assist the patients in meeting their basic needs at all ages. Areas of study include patients in medical/surgical units following surgery, as well as gastrointestinal problems, cardiac and respiratory and patients experiencing electrolyte and fluid imbalance. At this level the student will begin to accept increased responsibility for self learning. Hospital, college laboratory and community agencies are used for clinical experience. Prerequisites: NUR 1111, NUR 1118, and NUR 1133. Six hours lecture, nine hours laboratory. Eight semester hours credit.

NUR 1121 — NURSING SEMINAR II — This seminar is designed to promote student interest in the nurses' impact on the legislature and legislation by attending the Nursing Legislative Conference in Jackson. Prerequisite: Currently enrolled in NUR 1128. One semester hour credit.

NUR 2148 — NURSING SCIENCE III — Students increase skills in giving patient care to individuals with complex health problems by use of nursing process and become proficient in writing nursing care plans and nursing diagnoses. All types of patients will be included for this plan of study. It will build on knowledge from the previous year. The individual student will become more responsible for identifying and reporting on patient problems. Problems focused on this semester will be cancer, blood dyscrasias, and the musculo-skeletal, genitourinary, and nervous systems. The student will care for high risk mothers and newborns and gynecological problems while combining their care with knowledge gained about patients with altered or impaired mental states. The college laboratory, hospitals, dialysis and nursing homes will be used for clinical experience. The students will become more responsible for their learning experiences for this semester. Prerequisites: BIO 1514, BIO 1524, CHE 1114, 1123, ENG 1113, ENG 1123, EPY 2533, MAT 1200, NUR 1121, NUR 1128, NUR 1133, PSY 1513, (BIO 2924 and SOC 2111). Prerequisites or student may be currently enrolled.) Six hours lecture, twelve hours laboratory. Eight semester hours credit.

NUR 2111 — NURSING SEMINAR III — This seminar is designed to give students advanced information about critical care, cardiac care and other specialized units in hospitals in the general area. Prerequisite: Currently enrolled in NUR 2148. Twelve clock hours. One semester hour credit.

NUR 2158 — NURSING IV — The area of study for this course is using the nursing process for the advanced care of the more critically ill patients with more complex problems for all ages. The students will begin to prepare for the role of graduate as they increase their skills, knowledge and responsibility for patient care. Emphasis will be placed on modern trends in nursing as well as legal responsibility of the individual nurse. The student will be required to assume more responsibility for the

patients assigned and will see an increase in the number of patients to prepare for setting priorities for a group of patients. Prerequisites: NUR 1111, NUR 2148, (HEC 1253 and SPT 1113 Prerequisites or student may be currently enrolled.) Four hours lecture, 12 hours laboratory. Eight semester hours credit.

NUR 2160 — MANAGEMENT OF NURSING CARE — This course's emphasis is on beginning skills in management, with an increase in responsibility for groups of patients and will enhance decision making for care for all aged patients. Emphasis will be placed on case management as well as team leadership, and role playing as head nurse of a unit. The student will increase in overall skills implementing the nursing process and nurse-patient relationship. Prerequisites: Student should be enrolled in NUR 2158. One hour lecture, six hours laboratory. Three semester hours credit. The student is eligible for graduation at the end of this semester.

NUR 2121 — NURSING SEMINAR IV — This seminar is designed to promote active participation in MSNA, the professional student nursing organization. The seminars will consist of monthly nurses' meetings. Certain goals and objectives set by the SNA will be carried out by the group. There will be group discussions on what is happening in nursing today, etc. One semester hour credit for four semesters of participation.

PRACTICAL NURSING

NUR 1212 — BASIC NUTRITION — This course consists of a study of nutrition for a normal and healthy person. Digestion, metabolism, and diet therapy are introduced. (2 sch: 2 hour lecture).

NUR 1010 — BODY STRUCTURE AND FUNCTION — This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. (3 sch: 3 hr. lecture, 2 hr. lab.).

NUR 1020 — GROWTH AND DEVELOPMENT — This course is a study of the normal developmental processes of humans from infancy to death, including physical, emotional, social, and intellectual aspects. (3 sch: 3 hr. lecture).

NUR 1112 — INTRODUCTION TO PRACTICAL NURSING — This course includes orientation to program policies, overview of nursing history, legal aspects of nursing, the role of the practical nurse in health care, leadership development through student organization, personal health care, basic math, medical terms, medical and apothecary system, and introduction to dosage calculation. (2 sch: 2 hr. lecture).

NUR 1416 — FUNDAMENTALS OF NURSING — This course provides the student with knowledge and skills necessary to care for the patient. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions and resource agencies available. Included is preparation to assist the patient

in meeting basic living needs. Laboratory and clinical experiences provided, considering all age groups. (6 sch: 6 hr. lecture).

PNV 1438 — MEDICAL/SURGICAL NURSING — This course includes disorders of the various systems of the body. The student learns to interpret signs and symptoms indicating condition of the adult patient. Help is provided in meeting the daily needs of adult patients through adaptations in personal care, sleep and rest, nutrition and fluid elimination, body alignment, environment, emotional health, special comfort, mental hygiene, and diversion and recreation. (8 sch: 8 hr. lecture).

PNV 1425 — FUNDAMENTALS OF NURSING LAB AND CLINICAL — Supervised clinical experience in fundamentals of nursing for all age groups. Develop skills to assist patient in meeting basic living needs. (5 sch: 6 hr. laboratory, 8 hr. clinical).

PNV 1447 — MEDICAL/SURGICAL LAB AND CLINICAL — Supervised clinical experience for application of medical/surgical theory. Develop skill in the nursing process by applying principles and knowledge gained in preceding courses. (7 sch: 2 hr. lab, 24 hr. clinical).

PNV 1513 — PHARMACOLOGY — This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurements, regulatory requirements and basic principles of drug administration. (3 sch: 2 hr. lecture, 2 hr. lab).

PNV 1614 — MATERNAL AND NEWBORN CARE — This course is designed to study the processes involved from conception to delivery and newborn care. The student will be prepared to care for the expectant mother, newborn, and family unit during normal and complicated pregnancy and delivery. Clinical experience includes perinatal, labor, delivery, postpartum, and newborn periods. (4 sch: 2 hr. lecture, 4 hr. clinical).

PNV 1714 — PEDIATRIC NURSING — This course prepares the student to care for the normal and abnormal conditions of childhood in all age ranges. Nursing process is included in the care of each child and the specific disorder. Clinical experience is provided to enhance application of theory previously learned. (4 sch: 3 hr. lecture, 4 hr. clinical).

PNV 1814 — PSYCHIATRIC CONCEPTS — This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. (4 sch: 2 hr. lecture, 4 hr. clinical).

MEDICAL OFFICE TECHNOLOGY CONCENTRATION BUSINESS AND OFFICE CLUSTER

See the Business Technology course descriptions in reference to the above list.

SURGICAL TECHNOLOGY

SUT 1113 — INTRODUCTION TO SURGICAL TECHNOLOGY — Basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, and interpersonal relationships. (3 sch: 3 hr. lecture).

SUT 1216 — PRINCIPLES OF SURGICAL TECHNIQUE — A comprehensive study of aseptic technique, safe patient care, pharmacology, anesthesiology, and surgical techniques. (6 sch: 2 hr. lecture, 8 hr. lab).

SUT 1314 — SURGICAL ANATOMY — Emphasis is placed on structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. (4 sch: 3 hr. lecture, 2 hr. lab).

SUT 1413 — SURGICAL MICROBIOLOGY — Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. (3 sch: 3 hr. lecture).

SUT 1518 — BASIC AND RELATED SURGICAL PROCEDURES — This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general, gynecology, obstetrics, urology, and anesthesia recovery. (8 sch: 4 hr. lecture, 12 hr. clinical). Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413).

SUT 1528 — SPECIALIZED SURGICAL PROCEDURES — This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; ophthalmology; plastics; pediatrics; burns; diagnostic procedures; and hemostasis. Clinical experience in area hospital surgical suite and related departments. (8 sch: 4 hr. lecture, 12 hr. clinical). Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413).

SUT 1538 — ADVANCED SURGICAL PROCEDURES — Instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, and cardiovascular surgery. Clinical experience in area hospital surgical suites. Comprehensive final examination. (8 sch: 4 hr. lecture, 12 hr. clinical). Prerequisites: Basic and Related Surgical Procedures (SUT 1518).

TECHNICAL

AUTOMOTIVE BODY REPAIR TECHNOLOGY

- ABV 1113 — **HARDWARE, GLASS AND TRIM** — A course in the removal and replacement of glass, the alignment of windows, the repair and replacement of trim, and the application of pinstriping. One hour lecture, four hours lab. Three semester hours credit.
- ABV 1123 — **FASTENERS AND INTERIOR TRIM** — A course which provides instruction and practice in removing and reinstalling interior trim such as head-liners, seats, and seat belts. Includes instruction in safety precautions to be used when working with vehicles equipped with air bags. Basic auto construction, and shop operations are part of this course. One hour lecture, four hour lab. Three semester hours credit.
- ABV 1213 — **WIND NOISE AND WATER LEAK** — A course devoted to the location and repair of wind noise and waterleaks in automobiles. One hour lecture, four hours lab. Three semester hours credit.
- ABV 1314 — **AUTOMOTIVE BODY WELDING AND CUTTING** — A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the plasma arc torch and MIG welder in repairing the high strength steels used in unibody construction. One hour lecture, six hours lab. Four semester hours credit.
- ABV 1323 — **SHEET METAL REPAIR** — A course designed to provide instruction and practice in the repair of the sheer metal components of the vehicle body. Includes practice in using various tools to remove dents and wrinkles in sheer metal and the repair of rusted panels. Basic repair of other body materials: plastic, fiberglass, aluminum, sheer metal compounds are covered as well. One hour lecture, four hours lab. Three semester hours credit.
- ABV 1333 — **MAJOR METAL REPAIR** — A course in the repair, replacement and refinish of panels and other major body components. Includes instruction in the use of power equipment. Basic pulling, fitting and alignment will be covered in this course. One hour lecture, four hours lab. Three semester hours credit. Prerequisite: ABV 1323 - Sheet Metal Repair.
- ABV 1413 — **BUMPER AND GRILLE REPAIR** — A course in the repair and replacement of bumpers, grills, and related front-end body parts including headlights. Methods of disassembly and reassembly are part of this course. One hour lecture, four hours lab. Three semester hours credit.
- ABV 1514 — **REFINISHING** — A course to provide advanced skills and knowledge in the application of paint and sealants to automobiles. Includes instruction and practice in the refinishing of aluminum and the

application of special coatings. Workers right to know and other OSHA and EPA regulations are also covered. One hour lecture, six hours lab. Three semester hours credit.

- ABV 2103 — **ROOF REPAIR** — A course in the repair, refinishing, and replacement of metal and vinyl roofs on vehicles. One hour lecture, four hours lab. Three semester hours credit. Prerequisites: ABV 1323 - Sheet Metal Repair, ABV 1514 - Refinishing.
- ABV 2524 — **ADVANCED REFINISHING** — A continuation of the refinishing course with emphasis on advanced techniques including detailing, sanding, airbrushing, lettering, and special techniques for fiberglass. Color analysis, tinting and matching difficult colors. One hour lecture, six hours lab. Four semester hours credit. Prerequisite: ABV 1514 - Refinishing.
- ABV 2614 — **CONVENTIONAL FRAME REPAIR** — An introduction to repair of conventional frame vehicles. Includes instruction in setting up alignment equipment and in analyzing frame damage. One hour lecture, six hours lab. Four semester hours credit.
- ABV 2624 — **ADVANCED FRAME REPAIR** — A course designed to provide instruction and practice in the repair and realignment of conventional and unibody automotive frames. Two hours lecture, four hours lab. Four semester hours credit. Prerequisite: ABV 2614 - Conventional Frame Repair.
- ABV 2710 — **FIBERGLASS REPAIR** — A course to provide instruction and practice in the repair of fiberglass body parts of automobiles. One hour lecture, four hours lab. Three semester hours credit.
- ABV 2810 — **COLLISION ANALYSIS AND ESTIMATION** — This course covers how to determine replaceable parts, estimation of repair time, use of reference manuals, and legal aspects of automotive body repair. Two hour lecture, two hours lab. Three semester hours credit.
- ABV 2910 — **SHOP MANAGEMENT** — An introduction to small business management techniques as applied to the automotive body repair shop. Includes information and practice on records and financial responsibilities, shop layout, inventory, and employee-employer relations. Two hours lecture, two hours lab. Three semester hours credit.

AUTOMOTIVE TECHNOLOGY

- ATT 1114 — **ELECTRICAL SYSTEM** — This course is to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. 4 sch: 2 hr. lecture, 4 hr. lab.
- ATT 1213 — **BRAKES** — This course provides advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking system problems and the repair of brake system. 3 sch: 4 hr. lecture, 2 hr. lab.

- ATT 1316 — **MANUAL DRIVE TRAIN/TRANSAXLE** — This course provides advanced skill and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. 6 sch: 3 hr. lecture, 6 hr. lab.
- ATT 1513 — **BASIC FUEL SYSTEMS** — This course provides advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion system. Includes instruction in the diagnosis and repair/adjustment of inhaled exhaust analyzers, carburetors, air filter systems, and deceleration systems. 3 sch: 2 hr. lecture, 2 hr. lab.
- ATT 1414 — **BASIC ENGINE PERFORMANCE** — This course provides advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. 4 sch: 2 hr. lecture, 4 hr. lab.
- ATT 1715 — **ENGINE REPAIR** — This course provides advanced skills and knowledge related to the repair and rebuilding of automobile engines. Includes instruction and practice in the diagnosis and repair of engine components including valve train, blocks, pistons and connecting rods, crankshafts, and oil pumps.
- ATT 2325 — **AUTOMATIC TRANSMISSIONS/TRANSAXLES** — This course provides technical skills and knowledge related to the diagnosis and repair of automotive type automatic transmissions and transaxles. Includes instruction and practice in testing and inspecting these devices and in disassembly repair and reassembly. 3 sch: 3 hr. lecture, 4 hr. lab.
- ATT 2334 — **STEERING AND SUSPENSION SYSTEMS** — This course provides advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair and replacement of steering system components. 4 sch: 2 hr. lecture, 4 hr. lab.
- ATT 2343 — **WHEEL ALIGNMENT** — This course provides technical skills and knowledge related to the alignment of both front and rear wheels on automobiles. Includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. 3 sch: 1 hr. lecture, 4 hr. lab.
- ATT 2524 — **ADVANCED CARBURATION SYSTEMS** — This course provides technical skills and knowledge related to the inspection and repair and adjustment of the newer types of automobile carburetors. Includes instruction and practice in the diagnosis and correction of problems associated with electronic ignition systems, pollution control systems and other features found on newer model fuel systems. 4 sch: 2 hr. lecture, 4 hr. lab.

- ATT 2334 — **COMPUTER AND ELECTRONIC FUEL INJECTION SYSTEMS** — This course provides technical skills and knowledge associated with computer controls and electronic fuel injection systems found in many newer cars. Includes instruction and practice in the diagnosis and correction of problems associated with fuel injection and computer controls. 4 sch: 2 hr. lecture, 4 hr. lab.
- ATT 2614 — **HEATING AND AIR CONDITIONING** — This course provides advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. 4 sch: 2 hr. lecture, 4 hr. lab.

BUSINESS AND OFFICE TECHNOLOGY

- BOT 1010 — **KEYBOARDING** — Introduction to the computer alphabetic and numeric keyboard with emphasis on developing correct keyboarding techniques. Three semester hours. Three hours lecture.
- BOT 1113 — **DOCUMENT FORMATTING AND PRODUCTION** — (Prerequisites: BOT 1013 Keyboarding or equivalent). This course continues the development of keyboarding speed and accuracy. Emphasis is on formatting and production of mailable letters, forms, reports, and calculations from rough drafts and straight copy. Three semester hours. One hour lecture and four hours lab.
- BOT 1124 — **WORD PROCESSING APPLICATIONS** — (Prerequisite or corequisite: BOT 1113 Document Formatting and Production). This course is designed to enable the student to produce complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Four semester hours. Two hours lecture and four hours lab.
- BOT 1210 — **PROFESSIONAL DEVELOPMENT** — Designed to develop an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional self-image, ethics, stress management, human relations skills, and organizational dynamics. Three semester hours. Two hours lecture and two hours lab.
- BOT 1310 — **APPLIED BUSINESS MATHEMATICS** — A course designed to develop competency in mathematics for business use. Fundamental principles and operations in mathematics are applied to real-life situations such as earning, saving, investing, home ownership, transportation, taxes, and operating business enterprises such as retailing and manufacturing. Three semester hours. Two hours lecture and two hours lab.
- BOT 1410 — **RECORDS MANAGEMENT** — This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on three categories into which records generally fall—paper,

image, and digital—and the treatment of these categories in print management, storage, and retrieval. The student will apply decision making, judgment, and other management skills to case studies. The application of filing classification skills will also be taught. Three semester hours. Two lecture and two hours lab.

BOT 1513 — MACHINE TRANSCRIPTION — (Prerequisite or corequisite: BOT 1124 Word Processing Applications). This course is designed to teach the student to transcribe a wide variety of business communications for machine dictation and to introduce the student to products, services, and terminology encountered in various types of business organizations. The coordination of typewriting and transcription skills in the production of business communication will be emphasized. A review of the language arts skills of punctuation, spelling, editing, proofreading, and vocabulary is stressed. Three semester hours. Two hours lecture and two hours lab.

BOT 1523 — MEDICAL MACHINE TRANSCRIPTION I — (Prerequisite: BOT 1313 Document Formatting and Production and MET 1213 Medical Terminology). This course provides an opportunity to master the paramedical skills of medical transcription. Students transcribe taped dictation and learn to produce accurate medical reports and records, knowing how and when to use medical dictionaries, and understanding and accepting ethical conduct required of personnel handling confidential medical data. Three semester hours. One hour lecture and four hours lab.

BOT 1613 — SHORTHAND I — Introduction to the theory and practice of symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours. Two hours lecture and two hours lab.

BOT 2133 — DESKTOP PUBLISHING — (Prerequisite: BOT 1124 Word Processing Applications). Introduction to desktop publishing concepts. Elements of attractive page layout and design will be stressed. Desktop publishing software will be used to develop a set of publishing projects. Three semester hours credit. Two hours lecture and two hours lab.

BOT 2412 — COMPUTERIZED ACCOUNTING — (Prerequisite: ACC 1213 Principles of Accounting I). A study of the major areas of a computerized accounting system—general ledger, accounts receivable, accounts payable, payroll and depreciation. Introduces the student to the business capabilities of the microcomputer for a sole proprietorship, a partnership, and a corporation. Two semester hours credit. One hour lecture and two hours lab.

BOT 2623 — SHORTHAND II — (Prerequisite: BOT 1613 Shorthand I, or BOV 1013 Keyboarding or equivalent). A continuation of the theory and practice of symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit. One hour lecture and four hours lab.

BOT 2714 — ADVANCED MICROCOMPUTER APPLICATIONS — (Prerequisite: BOT 1124 Word Processing Applications). Instruction includes using DOS and applications software with integrated activities including word processing, database, spreadsheet, graphics and telecommunications. Students will use the computer to complete many activities and projects of a realistic business nature. Sources of software, guidelines for evaluating software, software manuals, and software license agreements will be covered. Four semester hours credit. Two hours lecture and four hours lab.

BOT 2720 — ADMINISTRATIVE OFFICE PROCEDURES — (Prerequisite: Keyboarding skill). A course designed to provide essential skills required for a typical business office. Instruction includes office protocol, prioritizing, telephone techniques, office equipment, mail services, reference materials, and travel and meeting arrangements. Simulated office activities will be used to provide reinforcement of these skills. Three semester hours credit. Two hours lecture and two hours lab.

BOT 2730 — ADMINISTRATIVE OFFICE MANAGEMENT — (Prerequisite: BOT 2720 Administrative Office Procedures). A course to provide management skills in an integrated electronic environment. Includes instruction and application of management theories, supervisory styles, personnel procedures, directing and leadership, organization and procedures, and office systems technology. Through the use of software, students are able to track and report on critical information for managers such as planning and scheduling, monitoring progress, resource management, tracking costs, reports, and "what if" analysis. Three semester hours credit. Two hours lecture and two hours lab.

BOT 2810 — BUSINESS COMMUNICATIONS — (Prerequisites: BOV 1013 Keyboarding or equivalent and BOT 1213 Professional Development). The study of office related communications with emphasis on principles of writing business correspondence and reports and analyzing and summarizing information in a logical arrangement of written presentation. Three semester hours credit. Two hours lecture and two hours lab.

BOT 1213 — MEDICAL TERMINOLOGY — Prepares students for work in fields allied with the medical profession; a study of terms used in reference to the medical laboratory; and processes. Emphasis on learning prefixes, suffixes, and combining forms, thus enabling the student to translate and understand the language of medicine. Three semester hours. Two hours lecture and two hours lab.

CHILD DEVELOPMENT TECHNOLOGY

BOT 1115 — CHILD CARE PROFESSION — This course provides activities in the types of child care, and observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. 5 sch: 3 hr. lecture, 4 hr. lab. ✓

- CDT 1213 — INFANT AND TODDLER DEVELOPMENT — This course provides for acquisition of knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care. 3 sch: 3 hr. lecture.
- CDT 1221 — PHYSICAL MOTOR DEVELOPMENT FOR THE PRESCHOOL CHILD — Identifying and utilizing the patterns and stages of motor development of the preschool child. Practice in planning and evaluating physical motor activities and equipment. 1 sch: 2 hr. lab.
- CDT 1235 — CHILD GROWTH AND DEVELOPMENT — The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. 5 sch: 3 hr. lecture, 4 hr. lab.
- CDT 1313 — ART FOR PRESCHOOL CHILDREN — Planning and developing art experiences beneficial to the preschool child. Lab activities with the children implemented during Technical Practicum I and II. 3 sch: 3 hr. lecture.
- CDT 1323 — LANGUAGE ARTS FOR PRESCHOOL CHILDREN — Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. 3 sch: 3 hr. lecture.
- CDT 1413 — MUSIC FOR PRESCHOOL CHILDREN — Development of the preschool child in the areas of listening, singing, and movement. Planning musical experiences for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. 3 sch: 3 hr. lecture.
- CDT 1513 — CHILD NUTRITION AND HEALTH CARE — Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. 3 sch: 3 hr. lecture.
- CDT 2243 — GUIDING SOCIAL AND EMOTIONAL BEHAVIOR — Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. 3 sch: 3 hr. lecture.
- CDT 2613 — METHODS AND MATERIALS — Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Technical Practicum I and II. 3 sch: 3 hr. lecture.
- CDT 2713 — SOCIAL STUDIES, MATH, AND SCIENCE FOR PRESCHOOL CHILDREN — Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. 3 sch: 3 hr. lecture.

- CDT 2813 — ADMINISTRATION OF PRESCHOOL PROGRAMS — Concepts in the administration of quality preschool programs. 3 sch: 3 hr. lecture.
- CDT 2915 — TECHNICAL PRACTICUM I — (Corequisites: Art for Preschool Children (CDT 1313), Child Nutrition and Health Care (CDT 1513), Language Arts for Preschool Children (CDT 1323) and Music for Preschool Children (CDT 1413). This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year olds). Completion of the objectives provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. 5 sch: 10 hr. lab.
- CDT 2925 — TECHNICAL PRACTICUM II — (Corequisites: Guiding Social and Emotional Behavior (CDT 2243), Methods and Materials (CDT 2613), Social Studies, Math, and Science for the Preschool Children (CDT 2713), Administration of Preschool Programs (CDT 2813). This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year olds). Completion of the objectives provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. 5 sch: 10 hr. lab.

COMPUTER TECHNOLOGY

- CPT 1214 — COMPUTER CONCEPTS AND PROGRAMMING LOGIC — Introduction to the history, concepts, terminology, and theory of computers and programming logic. Three lectures, two hours laboratory. Four semester hours credit.
- CPT 1313 — COMPUTER OPERATIONS — (Prerequisite: Computer Concepts and Programming Logic). A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two lectures, two hours laboratory. Three semester hours credit.
- CPT 3324 — SYSTEMS ANALYSIS AND DESIGN — Use of computer technology, equipment and management sciences meeting information needs of business. Development of systems analysis of present information flow, systems specifications, equipment selections and implementation of systems. Two lectures, four hours laboratory. Four semester hours credit.
- CPT 1224 — BASIC PROGRAMMING LANGUAGE — Introduction to computer programming using BASIC language routines to include sort, controlled loops, multidimensional arrays and modular programming. Two lectures, four hours laboratory. Four semester hours credit.
- CPT 1204 — INTRODUCTION TO RPG PROGRAMMING LANGUAGE — This course is designed to introduce the student to the RPG language and using the computer in business applications in an on-line environment. Two lectures, four hours laboratory. Four semester hours credit.

CPT 1244 — INTRODUCTION TO COBOL PROGRAMMING LANGUAGE — This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing and table processing techniques. Two lectures, four hours laboratory. Four semester hours credit.

CPT 2264 — ADVANCED RPG PROGRAMMING LANGUAGE — (Prerequisite: Introduction to RPG Programming Language). This course introduces the student to the processing of multiple data files, tables, arrays, and report processing. Two lectures, four hours laboratory. Four semester hours credit.

CPT 2274 — ADVANCED COBOL PROGRAMMING LANGUAGE — (Prerequisite: Introduction to COBOL Programming). The student will gain the knowledge of control-breaks and interactive programming. Emphasis is placed on software design techniques. Programming exercises and case studies are drawn from typical business applications. Two lectures, four hours laboratory. Four semester hours credit.

CPT 1114 — INTRODUCTION TO COMPUTERS — Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, data management, graphics and BASIC programming. Three lectures, 2 hours laboratory. Four semester hours credit.

CPT 2623 — ELECTRONIC SPREADSHEET — This course is an introduction to the electronic spreadsheet. Students will gain experience in the construction and use of spreadsheets as an aid to management decision making. Two hours lecture, two hours laboratory. Three semester hours credit.

CPT 2723 — DATA BASE MANAGEMENT — This course is a study of concepts used in Data Management. The student will become proficient in creating files, entering and updating data, and retrieving information. Two hours lecture, two hours laboratory. Three semester hours credit.

DRAFTING AND DESIGN TECHNOLOGY

DDT 1114 — FUNDAMENTALS OF DRAFTING — This course is designed to give the drafting major the background needed for all other drafting courses. Emphasis is placed upon maintaining correct techniques while developing speed. Two hours lecture, six hours laboratory. Four semester hours credit.

DDT 1123 — MACHINE DRAFTING I — (Prerequisite: Fundamentals of Drafting.) This course emphasizes methods, techniques and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing and other drafting room procedures. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 1134 — DESCRIPTIVE GEOMETRY — (Prerequisite: Fundamentals of Drafting). This course includes theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. Three hours lecture, two hours laboratory. Four semester hours credit.

DDT 1213 — CONSTRUCTION MATERIALS — A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with a brief description of their manufacture. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 1313 — PRINCIPLES OF CAD — (Prerequisite: Fundamentals of Drafting). This course will use the CAD system to design and draw various problems in the architectural, mechanical and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 1413 — ELEMENTARY SURVEYING — A basic course in surveying dealing with the principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 1613 — ARCHITECTURAL DESIGN I — (Prerequisite: Fundamentals of Drafting). This course includes principles and practices of modern design, requiring working drawings and solutions, typical construction details and specifications for residential construction. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2144 — MACHINE DRAFTING II — (Prerequisite: Machine Drafting I). A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques. Two hours lecture, four hours laboratory. Four semester hours credit.

DDT 2223 — STRUCTURAL DRAFTING — (Prerequisite: Fundamentals of Drafting). This course will introduce the drafting major to structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses and bracing. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 2233 — COST ESTIMATING — (Prerequisite: Fundamentals of Drafting). In this course the student will prepare materials and labor quantity surveys from actual working drawings and specifications. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2323 — ADVANCED CAD — (Prerequisite: Principles of CAD). This is an advanced course in the use of CAD software with emphasis on producing drawings. The course will include the specification of computers to writing, basic command structure, drafting and design menu, and associated

acronyms. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2423 — MAPPING AND TOPOGRAPHY LAB — (Prerequisite: Elementary Surveying and Fundamentals of Drafting). This laboratory setting allows the drafting major to apply selected drafting techniques to the problem of making maps, traverses, plot plans, plan and profile drawings using maps, field survey data, aerial photographs and other references, materials including symbols, notations, and other applicable standardized materials. Six hours laboratory. Three semester hours credit.

DDT 2433 — LAND SURVEYING LAB — (Prerequisite: Elementary Surveying). This course deals with the legal aspect of boundary controls, principles for land surveying, methods of land boundary location, and description in accordance with original surveys and resurveys. Six hours laboratory. Three semester hours credit.

DDT 2533 — ELECTRICAL AND PIPING DRAFTING — (Prerequisite: Fundamentals of Drafting). An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references is an integral part of this phase of drafting. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2623 — ARCHITECTURAL DESIGN II — (Prerequisite: Architectural Design I and Principles of CAD). This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2911-2913 — SPECIAL PROJECT (DRAFTING) — (Prerequisite: Minimum of 12 semester hours in drafting related courses). This course is designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two - six hours laboratory. One to three semester hours credit.

TDD 1313 — GRAPHIC COMMUNICATION — This course is a study of the fundamentals of the graphic language used by engineers. Through theory and application students will develop the visualization and drawing skills necessary for later courses in engineering and architecture. The course includes the use and care of instruments, geometrical constructions, lettering, pictorials, multiviews, sections and orthographic projections involving the geometry of points, lines and planes as applied to working drawing related to specialized engineering fields. One hour lecture, four hours laboratory. Three semester hours credit.

ELECTRICAL TECHNOLOGY

ET 1110 — RESIDENTIAL/LIGHT COMMERCIAL WIRING — A course to provide advanced skills related to the wiring of multi-family and small commercial buildings. Includes instruction and practice in service entrance installation, specialized circuits, and use of commercial raceways. 3 sch: 2 hr. lecture, 2 hr. lab.

ET 1120 — COMMERCIAL AND INDUSTRIAL WIRING — A course to provide instruction and practice in the installation of commercial electrical service including the types and uses of conduits and other raceways. NEC code requirements, and three phase distribution networks. 3 sch: 2 hr. lecture, 2 hr. lab.

ET 1214 — ELECTRICAL POWER — A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers and alternators. 4 sch: 2 hr. lecture, 4 hr. lab.

ET 1220 — MOTOR MAINTENANCE AND TROUBLESHOOTING — A course to familiarize the students with the principles and practice of electrical motor repair. Includes instruction and practice in the disassembly/assembly and preventive maintenance of common electrical motors. 3 sch: 2 hr. lecture, 2 hr. lab.

ET 1310 — BLUEPRINTS AND ESTIMATING — A course to develop skills and knowledge related to the interpretation of blueprints for commercial/industrial installations and estimating costs of such installations. 3 sch: 2 hr. lecture, 2 hr. lab.

ET 1413 — MOTOR CONTROL SYSTEMS — A course in the installation of the different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. 3 sch: 2 hr. lecture, 2 hr. lab.

ET 2424 — SOLID STATE MOTOR CONTROL — A course to introduce the students to the principles of solid state motor control. Includes instruction and practice in the design and installation of different solid state devices for motor control. 4 sch: 2 hr. lecture, 4 hr. lab.

ET 2514 — INTRODUCTION TO INSTRUMENTATION — A course to provide industrial electricians with a general knowledge of instrumentation principles. Includes instruction in basics of hydraulics and pneumatics and the use of electrical circuits in the instrumentation process. 4 sch: 3 hr. lecture, 2 hr. lab.

ET 2614 — PROGRAMMABLE LOGIC CONTROLLERS — A course to provide instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. 4 sch: 3 hr. lecture, 2 hr. lab.

ELECTRONICS TECHNOLOGY

EEV 1013 — ESSENTIAL SKILLS FOR POSTSECONDARY ELECTRONICS — This course is composed of the essential skills from the Secondary Electronics Programs. It is designed for students who lack a background in the fundamentals skills related to electricity-electronics. Topics covered in the course include safety, component identification, symbology, test principles and theory, and familiarization with test equipment.

EET 1116 — AC-DC CIRCUITS — (Prerequisite: Essential Skills for Postsecondary Electronics and related Programs (EEV 1016)). A course designed to provide the fundamental knowledge of electrical principles. Prerequisite to the serious study of electricity or electronics. Includes the study of physical properties of relative matter, and the physical laws that apply to the generation, management and control of electrical properties. 6 sch: 4 hr. lecture, 4 hr. lab.

EET 1214 — DIGITAL ELECTRONICS — (Prerequisite: Essential Skills for Postsecondary Electronics and related programs (EEV 1013)). A course designed to introduce the student to number systems, basic gates and truth tables, logic circuits, latches and flip-flops, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. 4 sch: 3 hr. lecture, 2 hr. lab.

EET 1314 — SOLID STATE DEVICES AND CIRCUITS — (Prerequisite: AC-DC Circuits (EET 1116)). A course designed to provide familiarization with some of the art active devices and their applications in the control and manipulation of electricity to make it work for man's benefit. It includes the study of P-N junction and P-N junction devices. Uni Polar, Bipolar and Hybrid, their circuit applications and troubleshooting with emphasis on low frequency. 4 sch: 2 hr. lecture, 4 hr. lab.

EET 1324 — MICROPROCESSORS — (Prerequisite: Digital Electronics (EET 1214)). A course designed to provide student with skills and knowledge of microprocessor architecture, data and control functions, operational codes, instruction sets, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. 4 sch: 2 hr. lecture, 4 hr. lab.

EET 1613 — SYSTEMS PROGRAMMING I — This course introduces the student to basic computer science as used in electricity-electronics areas. Computer nomenclature, logic, numbering systems, coding, operating system commands, operating systems, editing, and batch files are covered. (This course may be substituted for Introduction to Computers (CPT 1114)). 3 sch: 2 hr. lecture, 2 hr. lab.

EET 1713 — ELECTRONIC DRAFTING — (Prerequisite: Essential Skills for Postsecondary Electronics (EEV 1016)). A course designed to provide instruction on the preparation and interpretation of schematic and other

electronic drawings. Includes expanded symbology. 3 sch: 1 hr. lecture, 2 hr. lab.

EET 2334 — LINEAR INTEGRATED CIRCUITS — (Prerequisite: Solid State Devices and Circuits (EET 1314)). A course designed to provide students with knowledge and application skills of linear integrated devices. Includes general purpose and dedicated devices. Operational amplifiers, active filters, voltage regulators, timers, VCO's, phase lock loops and other devices will be covered along with their applications. 4 sch: 3 hr. lecture, 2 hr. lab.

EET 2414 — ELECTRONIC COMMUNICATION — (Prerequisites: Digital Electronics (EET 1214) Linear Integrated Circuits (EET 2334)). A course designed to provide the student with the concepts and skills related to analog and digital communications. Includes modulation techniques, transmission, reception, formats, encoding, encryption, protocol's, modem etc. Also includes standard interface methods. 4 sch: 2 hr. lecture, 4 hr. lab.

EET 2514 — INTERFACING TECHNIQUES — (Prerequisite: Microprocessors (EET 1324)). A study of data acquisition devices and systems including their interface to microprocessors and other control systems. Also local area networks (LANs) and their functions are covered. 4 sch: 2 hrs. lecture, 4 hr. lab.

EET 2610 — VIDEO SYSTEMS — (Prerequisites: Digital Electronics (EET 1214) Linear Integrated Circuits (EET 2334)). A study of the circuits and techniques used to provide visual display of electronic information. Includes monochrome, color, and other computer generated displays, television, video games, and electronic interface with human sensory and intelligence capabilities and the interaction between them. 3 sch: 2 hrs. lecture, 2 hrs. lab.

EET 2910 — SPECIAL PROJECT — (Prerequisites: 12 scheduled hours of electronics related courses to include Digital Electronics (EET 1214 and Linear Integrated Circuits (EET 2334)). A course designed to provide the student with an opportunity to use knowledge and skills gained in other electronics courses. Student will select (with instructor approval) a project, plan, execute drawings, select components, prepare circuit board, construct and test his/her selected project in practical application. 3 sch: 6 hrs. lab.

COMPUTER SERVICING TECHNOLOGY

EET 2110 — COMPUTER SERVICING I LAB — (Prerequisite: Microprocessors (EET 1324)). A course which provides training in the fundamentals of computer servicing. Includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, building cables, determining if problem is in

the hardware or software, debugging programs, and interconnecting peripherals. (3 sch: 6 hr. lab)

CST 2123 — COMPUTER SERVICING II LAB — (Prerequisite: Computer Servicing 1 Lab (CST 2113)). A continuation of Computer Servicing I with increased emphasis on system analysis, and diagnosis of board and component failures, flow chart trouble analysis for common computer components such as microprocessor, disk drives (floppy and hard), printers, keyboards, and monitors. Strong emphasis on laboratory experience with computer repair. (3 sch: 6 hr. lab)

HEATING AND AIR CONDITIONING TECHNOLOGY

ACT 1114 — BASIC COMPRESSION REFRIGERATION — A course to introduce the student to the field of refrigeration and air conditioning. Emphasis placed on advanced principles of safety, hand tools, heat and temperature measurement, pressures, vacuum, wiring diagrams, and the basic refrigeration cycle. (4 sch: 2 hr. lecture, 4 hr. lab).

ACT 1213 — CLIMATIC CONTROLS I — Introduction to the fundamentals of electrical components and circuits. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. (3 sch: 3 hr. lecture, 2 hr. lab).

ACT 1223 — CLIMATIC CONTROLS II — (Prerequisites: Climatic Control I (ACT 1213)). A study of electronic and programmable controls for heating, ventilation, air conditioning, and refrigeration systems. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. (3 sch: 2 hr. lecture, 2 hr. lab).

ACT 1313 — RESIDENTIAL REFRIGERATION — This course includes the procedures for servicing residential refrigeration systems including refrigerators, freezers, and ice makers. (3 sch: 2 hr. lecture, 2 hr. lab).

ACT 1324 — COMMERCIAL SYSTEMS — (Prerequisites: Basic Compression Refrigeration (ACT 1114)). This course covers commercial systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, air conditioning, and refrigeration units. (4 sch: 2 hr. lecture, 4 hr. lab).

ACT 1413 — AIR CONDITIONING I — This course includes procedures for servicing residential window air conditioning units. (3 sch: 2 hr. lecture, 2 hr. lab).

ACT 1913 — TUBING AND PIPE — A course to provide the student with various tube and pipe connecting techniques required in heating, air conditioning, and refrigeration. (3 sch: 1 hr. lecture, 4 hr. lab).

ACT 2423 — AIR CONDITIONING II — (Prerequisites: Air Conditioning I (ACT 1413)). A study of residential heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of residential heating, ventilation, air conditioning systems. (3 sch: 2 hr. lecture, 2 hr. lab).

ACT 2433 — AIR CONDITIONING III — (Prerequisites: Air Conditioning II (ACT 2423)). A study of commercial heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, and air conditioning systems. (3 sch: 2 hr. lecture, 2 hr. lab).

ACT 2513 — COMPUTERIZED ENERGY MANAGEMENT I — Introduction to computerized energy management, theory, and principles. Emphasized on input/output measurements, characteristics, tools, and applications. (3 sch: 1 hr. lecture, 4 hr. lab).

ACT 2523 — COMPUTERIZED ENERGY MANAGEMENT II — (Prerequisites: Computerized Energy Management I (ACT 2513)). This course includes development of analytical concepts in the application and software operation of computer energy management. Included are laboratory exercises designed to develop systems troubleshooting skills based on analytical concepts. (3 sch: 2 hr. lecture, 2 hr. lab).

ACT 2611 — PSYCHROMETRICS — A study of air and its properties, as used in heating, ventilation, air conditioning, and refrigeration. Included is the study of moisture and total heat content of the air. (1 sch: 2 hr. lab).

ACT 2623 — HEAT LOAD CALCULATION AND DUCT SIZING — A study of heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments. (3 sch: 1 hr. lecture, 4 hr. lab).

METAL FABRICATION TECHNOLOGY

MFT 1113 — INTRODUCTION TO METAL FABRICATION TECHNOLOGY — This course includes the historical development of welding, welding joints on all metals, the welding industry and the future. Also included are basic definitions, methods of applying welding, safety practices and occupation opportunities. Two hours lecture and two hours laboratory. Three semester hours credit.

MFT 1213 — FABRICATION, LAYOUT AND MEASUREMENT — This includes the application of geometrical shapes, the algebraic formulas and manipulation of math necessary to develop layouts and convert them to a representative of a tangible part. Two hours lecture and two hours laboratory. Three semester hours credit.

MFT 1313 — OXYACETYLENE CUTTING, BRAZING AND WELDING — This course includes types of gases, containers and manifold systems, safety, regulators and related hardware, filler rods, material preparation, fluxes, selection and application of cutting and welding tips. The student will develop the proper techniques for skilled operation of the torch. One hour lecture and four hours laboratory. Three semester hours credit.

MFT 1413 — BASIC PRINCIPLES AND PRACTICE OF ARC WELDING — This course includes application of arc welding, welding circuits, electrode types, polarity, machine settings, accessories, personal equipment, safety, methods of application and practices, weave patterns, build up pads, joint types, use and care of equipment. Two hours lecture and two hours laboratory. Three semester hours credit.

MFT 1424 — SPECIAL WELDING PROCESSES — This course includes the use and care of TIG and MIG welding equipment on suitable materials, shielded metal arc and flux-cored and solid wire welding. The course also includes material preparation, application of weld material, electrode selection, machine controls and accessories, the development of manual skills used, and use and care of associated items. Two hours lecture, four hours laboratory. Four semester hours credit.

MFT 1513 — INTERPRETING INDUSTRIAL DRAWINGS AND APPLICATIONS — This course includes the interpreting and application of drawings, sketches, and blueprints used in industry, the construction field, piping, assembly multiview, sheet metal, and welding. The student will understand and apply drawings mentioned. Two hours lecture, two hours laboratory. Three semester hours credit.

MFT 1613 — INTRODUCTION TO BREAKS, SHEARS, PUNCHES AND DRILL PRESSES — To include material preparation, shaping, cutting, forming and drilling of raw stock into parts for assemblies. One hour lecture and four hours laboratory. Three semester hours credit.

MFT 2435 — ADVANCED WELDING AND CUTTING — This course includes the preparation and design of groove joints and the making of multiple pass welds in all positions, to make open root welds in all positions by all the welding processes, and to use hot passes to clean welds. Students will be evaluated by the guided bend method. 5 sch. 3 hr. lecture, 4 hr. lab.

MFT 2235 — ADVANCED WELDING AND CUTTING TO INCLUDE EQUIPMENT AND TECHNIQUES — This course includes the programming, inputting and running of the program in an automated cutter and welder in order to produce parts for assembly at a later stage. This also includes the initial setup, maintenance, identification of any problem areas and isolation of the problem. Three hours lecture, four hours laboratory. Five semester hours credit.

MACHINE SHOP TECHNOLOGY

MST 1115 — POWER MACHINERY I — A course in the operation of power machinery. Includes instruction and practice in the operation of lathe, drill presses, power saws, and vertical mills. 5 sch: 1 hr. lecture, 8 hr. lab.

MST 1124 — POWER MACHINERY II — (Prerequisites: Power Machinery I (MST 1115)). A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. 4 sch: 1 hr. lecture, 6 hr. lab.

MST 1313 — ADVANCED SHOP MATHEMATICS — An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. 3 sch: 2 hr. lecture, 2 hr. lab.

MST 1413 — BLUEPRINT READING — A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. 3 sch: 2 hr. lecture, 2 hr. lab.

MST 1423 — ADVANCED BLUEPRINT READING — (Prerequisites: Blueprint Reading (MST 1413)). A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. 3 sch: 2 hr. lecture, 2 hr. lab.

MST 1513 — MACHINE TOOLS I — A course in Machine Tool Technology designed for machinists. Topics covered include instruction and practice in hand tools, and bench work, and operation of power saws and precision measurement instruments. 3 sch: 2 hr. lecture, 2 hr. lab.

MST 1523 — MACHINE TOOLS II — (Prerequisites: Machine Tools I (MST 1513)). A continuation of Machine Tools I. Emphasis is placed on the use of drilling machines and milling machines. 3 sch: 2 hr. lecture, 2 hr. lab.

MST 1613 — PRECISION LAYOUT — An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. 3 sch: 2 hr. lecture, 2 hr. lab.

MST 2135 — ADVANCED POWER MACHINERY I — (Prerequisites: Power Machinery II (MST 1124)). A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. 5 sch: 2 hr. lecture, 6 hr. lab.

MST 2144 — ADVANCED POWER MACHINERY II — (Prerequisites: Advanced Power Machinery I (MST 2135)). A continuation of Advanced Power Machinery I with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. 4 sch: 2 hr. lecture, 4 hr. lab.

MST 2714 — COMPUTER NUMERICAL CONTROL OPERATIONS I — An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. 4 sch: 3 hr. lecture, 2 hr. lab.

MST 2725 — COMPUTER NUMERICAL CONTROL OPERATIONS II — (Prerequisites: Computer Numerical Control Operations I (MST 2714)). A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. 5 sch: 2 hr. lecture, 6 hr. lab.

MST 2813 — METALLURGY — An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. 3 sch: 2 hr. lecture, 2 hr. lab.

TECHNICAL EVENING CLASSES

Regular college courses are offered on campus and off campus in the evening at various locations in the college district including Carthage, Hazel Louisville, Morton, Philadelphia, and Chocrow Central High School near Philadelphia. The same instructional standards are maintained and the tuition and fees apply as stated in the catalog for campus day students.

VOCATIONAL

VOCATIONAL INDIVIDUALIZED DEVELOPMENT SYSTEM (VIDS)

The Test of Adult Basic Education (TABE) will be administered to all vocational students upon entering school. Results from this test will be used to identify students that need help in Reading, Math and Language.

Students needing help in these areas will be assigned to the VIDS Center for three hours per week until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

FIRST SEMESTER V.I.D.S. - Individual instruction will be given in Reading, Mathematics and Language. 51 Clock Hours.

SECOND SEMESTER V.I.D.S. - A continuation of first semester with students receiving instruction in employability skills and professional development. 51 Clock Hours.

CARPENTRY AND CABINET MAKING

CAV 1115 - PLANS, SPECIFICATIONS & FOUNDATIONS - Study of plans in residential construction and specifications. Practical work experience in layout, installing batter boards, and the placing of foundation members. One hundred twenty clock hours. Five semester hours.

CAV 1215 - FLOOR, WALL, CEILING, ROOF FRAMING & ROOFING - Theory and practical work in actual framing of floors, walls, ceiling and roof and actual installation of roofing materials. One hundred fifty clock hours. Five semester hours.

CAV 1317 - INSULATION, EXTERIOR AND INTERIOR FINISHING & COORDINATING - Theory and practical work experience in sound and thermo insulation, interior and exterior buildings dealing with walls, trim, floors, cabinets, doors, windows and exterior trim. Also, steps to follow in coordinating other work such as plumbing, electrical, heating and cooling, etc. Two hundred forty clock hours. Seven semester hours.

CAV 1128 - CABINET CONSTRUCTION - Theory and practical work experience in blueprint reading, safety, measuring in a wide range of

cabinets, cabinet layout, materials, cabinet framing and shelf construction. Two hundred forty clock hours. Eight semester hours.

CAV 1225 - HARDWARE, TRIM & LAMINATES - Theory and work experience in selection of correct hardware and installation of hardware and trim, and installation of plastic laminates. One hundred fifty clock hours. Four semester hours.

CAV 1324 - CABINET FINISHING - Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

CAV 2104 - BLUEPRINT READING, SPECIFICATIONS, CODES AND FOUNDATION - Theory and study of blueprint reading, specifications and codes. Actual work experience in laying out foundations, setting grade stakes, and placing of reinforcement steel. One hundred twenty clock hours. Four semester hours.

CAV 2205 - TECHNIQUES IN FRAMING & ROOFING - Theory and work experience in all parts of residential framing and actual installation of sheathing and roofing material. One hundred fifty clock hours. Five semester hours.

CAV 2008 - EXTERIOR & INTERIOR FINISHING, INSULATION & COORDINATING - Theory and work experience in all types of insulation, siding, wall covering, and trim work plus the study of permits and coordinating building activities with other tradesmen. Two hundred forty clock hours. Eight semester hours.

CAV 2148 - CABINET CONSTRUCTION TECHNIQUES - Theory and practical experience in actual cabinet construction with emphasis being put on different styles and techniques. Two hundred forty clock hours. Eight semester hours.

CAV 2245 - LAMINATE APPLICATION, TRIM AND HARDWARE - Theory and practical work experience in proper selection of hardware and trims. Installation of plastic laminates. One hundred fifty clock hours. Five semester hours.

CAV 2044 - CABINET FINISHING - Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

COSMETOLOGY

CAV 1117 - INTRODUCTION TO COSMETOLOGY - This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or class mates; no work is assigned upon patrons paying for service until this course is completed. (7 sch: 3 hr. lecture, 12 hr. lab)

CAV 1213 - COSMETOLOGY THEORY I - Theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming,

- professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and finger waves. (3 sch: 3 hr. lecture)
- COV 1311 — SCALP AND HAIR TREATMENT — Practical application of shampooing, including preparation, procedures, completion, and rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. (1 sch: 3 hr. lab)
- COV 1323 — HAIR SHAPING AND STYLING — Practical application in the use of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Practical application in styling and finger waving. Includes product selection, preparatory methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. (3 sch: 9 hr. lab)
- COV 1412 — CARE AND STYLING OF WIGS — Practical application in styling wigs and hair pieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. (2 sch: 6 hr. lab)
- COV 1225 — COSMETOLOGY THEORY II — Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Manicuring and pedicuring, permanent waving, hair coloring and lightening, chemical hair relaxing, and safety practices are covered. (5 sch: 5 hr. lecture)
- COV 1512 — MANICURE AND PEDICURE — Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders, massage and sanitary care, nail irregularities and diseases, and safety considerations. (2 sch: 6 hr. lab)
- COV 1333 — PERMANENT WAVES — Practical application waving. Includes principles and product selection, requirements, processes, implements, and supplies (3 sch: 9 hr. lab)
- COV 1343 — HAIR COLORING AND LIGHTENING — Practical application in coloring and hair lightening, includes instruction in classification of permanent hair color, retouch, highlighting, and shampoo tints. (3 sch: 9 hr. lab)
- COV 1352 — CHEMICAL HAIR RELAXING — Practical application in chemical hair relaxing techniques. Includes review 1 of products available, basic steps and processes, and safety precautions. (2 sch: 6 hr. lab)
- COV 1236 — COSMETOLOGY THEORY III — Advanced theory facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. (6 sch: 6 hr. lecture)
- COV 1612 — FACIALS AND MAKEUP — Practical application in giving facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. (2 sch: 6 hr. lab)

- COV 1362 — THERMAL TECHNIQUES — Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. (2 sch: 6 hr lab)
- COV 1712 — BEAUTY SALON MANAGEMENT — Practical application in opening and operating a beauty salon in accordance with state regulations. (2 sch: 6 hr. lab)

COSMETOLOGY TEACHER TRAINING

- COV 2413 — TEACHER TRAINEE OBSERVATION. — A teacher trainee shall require 12 hours of theory and 68 hours of skill training in Cosmetological Observation. Eighty hours of instruction. Three semester hours credit.
- COV 2415 — THE PROFESSIONAL TEACHER. — Professional application and theory which includes Preparing to Teach, Presentation, Application and Testing. One hundred sixty-four clock hours. Five semester hours credit.
- COV 2433 — STUDENT MOTIVATION AND LEARNING. — Professional application and training includes: Laws Governing Learning Processes, Student Motivation, Student Participation, Student Personalities and Individual Differences, Ninety-nine clock hours. Three semester hours credit.
- COV 2449 — METHODS MANAGEMENT & MATERIALS. — Professional application and training to include: Methods, Procedures, and Techniques of Teaching, Classroom Management and Teaching Materials. Three hundred thirty-two clock hours. Nine semester hours credit.
- COV 2453 — TESTING AND EVALUATION. — Professional application and training to include testing (performance tests, written tests, and standardized Tests) and teacher evaluation. Sixty-five clock hours and three semester hours credit.
- COV 2461 — COSMETOLOGY LAW, RULES AND REGULATIONS. — A study of laws controlling and regulating the practice of cosmetology in the State of Mississippi. Ten clock hours and one semester hour credit.

TRADE AND INDUSTRIAL

- CARPENTRY I, II, III, & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the basic skills and technical knowledge in both rough and finish carpentry. Six CEUs.
- ELECTRICITY I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing and overhaul, controls and related science. Six CEUs.
- MACHINE SHOP I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials,

heat treating, bench work, drilling machines, milling machines, lathe and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Six CEUs when offered on campus. If offered in industry, length of course is determined by the industry.

REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the A-C and refrigeration trade to include the following: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction, refrigerants, controls, cabinets, materials, absorption, systems, hermetic units, and commercial refrigeration and heating application. Six CEUs.

WELDING I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in welding including arc and oxyacetylene welding and cutting in the following areas: welding beads, rods, machine setting, stick welding, wire welding, gases, weld position and related information. Six CEUs when offered on campus. If offered in industry, length of course is determined by industry.

OTHER

CAKE DECORATING — Two hours per night, one night a week for 10 weeks. 2 CEUs. Instruction in making icing, frosting, and making decorating cones, and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, doll, etc.

AUTO MECHANICS (carburetor and electrical) — Three hours per evening for two evenings per week. 9.6 CEUs. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols.

BLUEPRINT READING — Three hours per night, one night a week for 16 weeks. 4.8 CEUs. Instructions in fundamentals, lines, views, notes and specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments.

EMERGENCY MEDICAL TECHNICIAN (EMT) — Four hours per day for two days per week for 15 weeks. 120 CEUs. Instructions in the role and responsibilities of the technician, use of equipment, airway obstruction and pulmonary arrest, resuscitation, cardiac arrest, bleeding, shock, wounds, upper fracture, lower fracture, injuries, childbirth and problems related, moving patients, environmental emergencies, auto accidents, operation of emergency vehicles, maintenance, records and reports, hospital procedures, responding to ambulance calls, resting at various intervals, comprehensive practice. Students must spend 10 hours in hospital emergency room and participate in a minimum of five separate ambulance runs.

MECHANICAL MAINTENANCE — Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of course to be determined by industry.

PERSONNEL MANAGEMENT — Instructions in the management system, personnel program, staffing the organization, employee potential, behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.

SUPERVISORY TRAINING — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.

VOLUNTEER FIREMANSHIP — Two and one-half hours per day for 4 days. 1 CEU. Instructions in fire triangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forcible entry and coordination of attack.

BEGINNING PAINTING — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's credit.

BEGINNING CERAMICS — A studio course designed for the beginner pertaining to the use and knowledge of various clays in hand building three dimensional art objects. An application of ceramic glaze and firing procedures will also be included. 3 CEU's credit.

BEGINNING PHOTOGRAPHY — Two hours per night, one night a week for ten weeks. 2 CEU's. Instruction in examining camera functions and care, types of films and accessories, operation of camera, introduction to various types of photography, developing film, printmaking and mounting for display.

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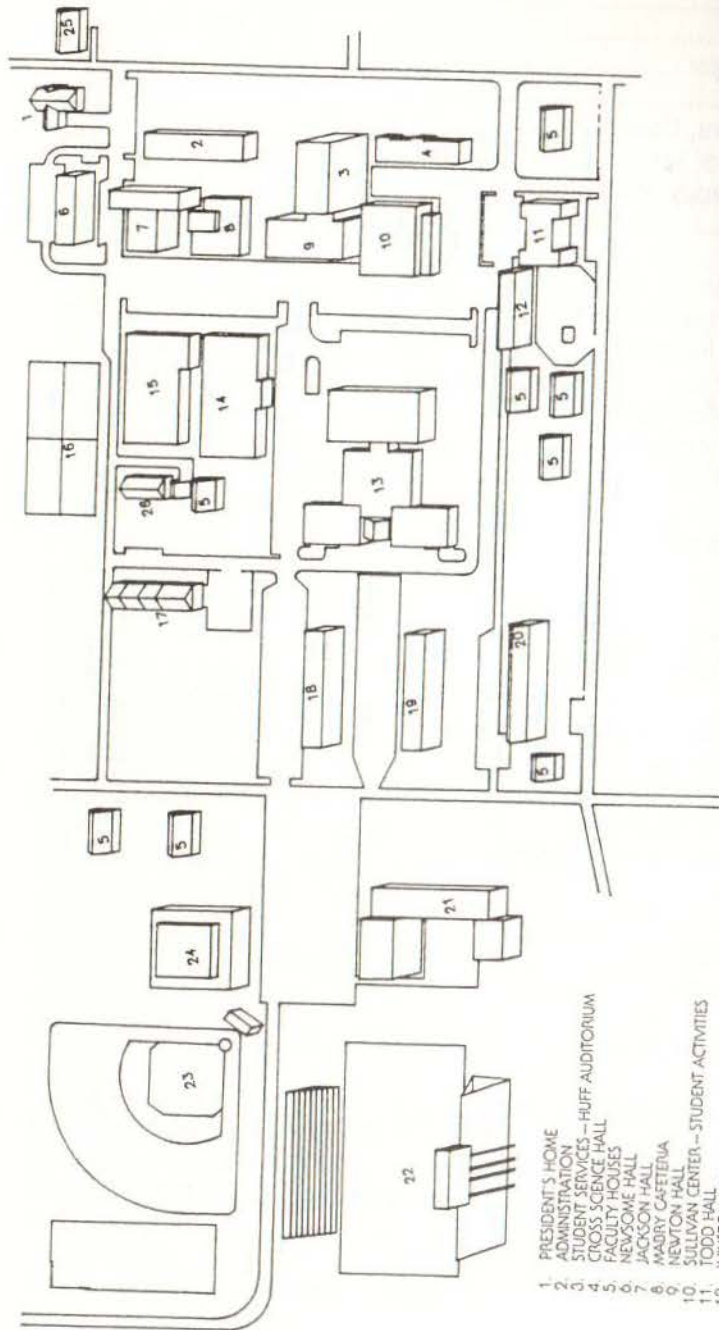
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4. CROSS SCIENCE HALL
5. FACULTY HOUSES
6. NEWSOME HALL
7. JACKSON HALL
8. MAURY CAFETERIA
9. NEWTON HALL
10. SULLIVAN CENTER - STUDENT ACTIVITIES
11. TODD HALL
12. WINSTON HALL
13. DRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER
14. DURSTON LIBRARY
15. FINE ARTS CENTER
16. TENNIS COURTS
17. MAINTENANCE
18. SCOTT HALL
19. NESHODA HALL
20. LEAKE HALL
21. (unlabeled)
22. (unlabeled)
23. (unlabeled)
24. (unlabeled)
25. (unlabeled)

EAST CENTRAL COMMUNITY COLLEGE





Security: _____

Home Address: _____

Phone: _____ County: _____ Sex: M F (Circle)

Race: _____ Date of Birth: _____

School: _____ Graduation Date: _____

high school transcript)

High school graduate, have you completed GED? _____

(and copy of scores)

Have you taken the ACT? Yes _____ No _____

you send a copy to ECCC? Yes _____ No _____ If no, please send one.

Have you ever attended EGCC? If so, when?

_____ and over attended ECCC; _____ if so, when: _____

Name on your record when you attended ECCC: _____

Parent or Guardian Name: _____

City	State	Zip
------	-------	-----

Have you ever attended another college? Yes _____ No _____ If yes, what college? _____

Have you ever attended another college? Yes _____ No _____ If yes, what college: _____

Send transcript from each college.

¿Cuántos semestres de voy a plan to enroll? Summer	10	Fall	10
--	----	------	----

What semester do you plan to enroll? Summer _____ 19____ Fall _____ 19____
 _____ 19____

Do you expect to enroll as a Freshman _____ Sophomore _____

Do you plan to live in the dormitory? Yes _____ No _____ If yes, a \$50 deposit is

Required. Are you enclosing the deposit? Yes_____ No_____

Homomate preference: _____

Diagram of study desired:

For cosmetology is the program of study desired, a \$50 fee must be included for application to be complete.

Signature of applicant _____

Signature of applicant

Transcripts must be filled with the Director of Admissions before the process is complete.

East Central Community College

Decatur, Mississippi 39327

West Baptist Community College does not discriminate on the basis of race, color, religion,

Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964

Civil Rights Act, Title IX of the 1972 Educational Amendments, section 504 of the

Rehabilitation Act of 1972, and the Americans With Disabilities Act of 1990.

Revised: October 1993

EAST CENTRAL COMMUNITY COLLEGE

E.C.C.C.



1996 - 1998
CATALOG

EAST CENTRAL COMMUNITY COLLEGE



1996 - 1998

ECCC
WITH YOU IN MIND

INFORMATION DIRECTORY

Mailing Address:

EAST CENTRAL COMMUNITY COLLEGE
P.O. BOX 129
DECATUR, MISSISSIPPI 39327

Telephone Switchboard: (601) 635-2111 (Daytime)

Administrative, President, extension 200.

Admissions, Director of Admissions, Records, and Research, extension 206.

Athletic Matters, Athletic Coordinator, extension 246.

Business and Industry Assistance, Industrial Coordinator, extension 265.

Business Matters, Business Manager, extension 208.

Counseling, Academic - extension 231, **Vocational-Technical**, extension 214 or 245

Dormitory Accommodations, Director of Housing, extension 213.

Evening Programs - Director of Adult and Continuing Education, extension 279.

Graduation, Dean of Instruction, extension 202.

Instructional Matters, Dean of Instruction, extension 202.

Scholarships, Student Jobs, and Other Student Services, Dean of Students, extension 204.

Student Aid, Director of Financial Aid, extension 218.

Summer School, Dean of Instruction, extension 202.

Transcripts, Schedules and Bulletins, Director of Admissions, Records, and Research, extension 206.

Telephone - Evenings and Holidays

Security Guard

Athletic Department (if open)

Jackson Hall Hostess (if open)

Newsome Hall Hostess (if open)

Physical Plant (if open)

(601) 635-2111

635-2679

635-3237

635-2126

635-3246

—BULLETIN—

EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi

Accreditation

East Central Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone Number 404-679-4501, to award the Associate Degree.

Eighty-Second and Eighty-Third Annual Sessions

1996-97

1997-98

(The College reserves the right to change any policies announced herein when deemed necessary.)

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NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

CHAPTER 1 ORGANIZATION BOARD OF TRUSTEES

LEAKE COUNTY

John Rogers	Route 2, Box 36, Walnut Grove, MS 39189
John C. Neal	Route 4, Box 401, Carthage, MS 39051
Mrs. Janie Wilbanks	Route 5, Box 130, Carthage, MS 39051
James E. Petty, Leake Co. Supt. of Education	P. O. Drawer 478, Carthage, MS 39051
John K. Moore	Carthage, MS 39051
William Edward Kitchings	Route 1, Box 243, Carthage, MS 39051

NESHOBA COUNTY

Edgar Cliburn	Route 5, Box 340C, Union, MS 39365
J. C. Williamson	Box 42, Philadelphia, MS 39350
Steve Nelson, Neshoba Co. Supt. of Education	Box 338, Philadelphia, MS 39350
Freddie Copeland	Route 2, Box 362, Philadelphia, MS 39350
Mrs. Rivers Breazeale	1140 Golf Course Rd., Philadelphia, MS 39350
Ralph Henry	104 Rosamond Drive, Philadelphia, MS 39350

NEWTON COUNTY

Harry McDill	P.O. Box 7, Conehatta, MS 39057
Billy Nicholson	P.O. Box 248, Union, MS 39365
Sam Bounds	Box 108, Lawrence, MS 39336
Billy L. Pierce, Newton Co. Supt. of Education	P.O. Box 97, Decatur, MS 39327
Mrs. Myrtle Burton	809 Martin Luther King Drive, Newton, MS 39345
Glendon E. Caraway	P. O. Box 208, Hickory, MS 39332

SCOTT COUNTY

Vernon Crotwell	P. O. Box 526, Morton, MS 39117
Frank McCurdy, Scott Co. Supt. of Education	100 East First Street, Forest, MS 39074
A. F. Hollingsworth	21925 Hwy 80, Lake, MS 39092
Mrs. Rebecca Farris	P. O. Box 56, Morton, MS 39117
Tommy A. Harrison	4405 Hwy 21 N., Forest, MS 39074
Jackie L. Bradford	Route 5, Box 133, Forest, MS 39074

WINSTON COUNTY

Randal Livingston Route 5, Box 283D, Louisville, MS 39339
 Jerry Nance Route 4, Box 162, Louisville, MS 39339
 Henry B. Hudspeth 306 Eastridge Drive, Louisville, MS 39339
 Ms. Brenda Miller 101 Amerson Street, Louisville, MS 39339
 Leo Parker Route 1, Box 226, Noxapater, MS 39339
 Dr. Fred Perkins, Supt., Louisville 200 Ivy Avenue
 Municipal School District Louisville, MS 39339
 Prentice Copeland, Chairman

BOARD OF SUPERVISORS

LEAKE COUNTY

Tony M. Smith, 809 Euclid Street, Carthage, MS 39051 Beat 1
 Larry Cooper, Route 2, Box 59A, Carthage, MS 39051 Beat 2
 Oliver Smith, Route 4, Box 157D, Carthage, MS 39051 Beat 3
 Cline Watkins, Route 2, Box 260, Lena, MS 39094 Beat 4
 Davis Gill, P. O. Box 49, Walnut Grove, MS 39189 Beat 5

NESHOBIA COUNTY

Gary D. Chamblee, Route 5, Box 365, Philadelphia, MS 39350 Beat 1
 James M. "Mike" Allen, Route 2, Box 294-A, Philadelphia, MS 39350 Beat 2
 Harold Kenneth Reynolds, Route 3, Box 437, Union, MS 39365 Beat 3
 Aubrey Nicholson, Route 5, Box 106, Union, MS 39365 Beat 4
 James A. Young, 609 Ivy Street, Philadelphia, MS 39350 Beat 5

NEWTON COUNTY

Walter E. Gardner, P. O. Box 426, Decatur, MS 39327 Beat 1
 Dale Alexander, 87 Chunky-Duffee Road, Little Rock, MS 39337 Beat 2
 Charles Moulds, Route 1, Box 188-A, Decatur, MS 39327 Beat 3
 L. M. 'Bubba' Bonds, Route 1, Box 256, Lawrence, MS 39336 Beat 4
 Jimmy L. Johnson, 1200 Johnson Road, Chunky, MS 39323 Beat 5

SCOTT COUNTY

Chuck Wade, Route 5, Box 283, Forest, MS 39074 Beat 1
 Steve Lee, Route 2, Box 7, Lake, MS 39092 Beat 2
 Buford Palmer, Jr., Buford Palmer Road, Morton, MS 39117 Beat 3
 Jack Gordon, 094 Gordon Road, Morton, MS 39117 Beat 4
 Isaac Weems, Route 1, Box 199, Forest, MS 39074 Beat 5

WINSTON COUNTY

Ray C. Estes, 137 McCullough Road, Louisville, MS 39339 Beat 1
 Ed. Landin, 14,527 Highway 397, Louisville, MS 39339 Beat 2
 Michael A. Peterson, 220 J. Foster Road, Louisville, MS 39339 Beat 3
 John Turnipseed, 2655 Turnipseed Road, Weir, MS 39772 Beat 4
 Donald Johnson, 239 Union Ridge Road, Noxapater, MS 39346 Beat 5

ADMINISTRATION

WILLIE M. SMITH PRESIDENT (1985)
 A.A., East Central Junior College; B.S. and M.Ed., Mississippi State University; Ed.D., University of Southern Mississippi
 HILL A. BUTPHIN DEAN OF INSTRUCTION (1988)
 A.A., Wood Junior College; B.A., B.S., M.A.T., Mississippi State University; Ed.D., Mississippi State University
 MICKEY VANCE BUSINESS MANAGER (1992)
 A.A., East Central Community College, B.S., and M.P.A., University of Southern Mississippi
 TROY BROWN DEAN OF STUDENTS (1993)
 B.A., Rust College, M.S., Alcorn State University, further work at the University of Mississippi
 RAYMOND McMULLAN DIRECTOR OF ADMISSIONS, RECORDS, AND RESEARCH (1968)
 A.A., East Central Junior College, B.S. and M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University
 GENE DAVIS DIRECTOR OF ADULT AND CONTINUING EDUCATION (1985)
 B.S., M.Ed. and Ed.S., Mississippi State University; further work at William Carey College
 JOHN ADCOCK DIRECTOR OF VOCATIONAL-TECHNICAL INSTRUCTION (1974)
 B.S., University of Southern Mississippi; M.Ed., Delta State University; Ed.S., Mississippi State University
 NANCY HARRIS DIRECTOR OF ASSOCIATE DEGREE NURSING (1993)
 A.D.N., Meridian Community College; B.S., University of Southern Mississippi; M.S.N., University of Mississippi

- CHESTER CLARK ASSISTANT DIRECTOR OF VOCATIONAL
TECHNICAL INSTRUCTION (1982)
A.A., East Central Junior College; B.S., Mississippi State University;
M.Ed., Mississippi State University and further work at Mississippi
State University and Mississippi College
- ERLE E. "BUBBY" JOHNSTON, III DIRECTOR OF PUBLIC
B.S., Mississippi State University INFORMATION (1982)
- ROBERT MURPHY DIRECTOR OF PHILADELPHIA-NESHOBY
COUNTY VOCATIONAL-TECHNICAL CENTER (1982)
A.A., Holmes Junior College; B.S., Mississippi State University; M.Ed.,
Delta State University
- MIKE DEARING DIRECTOR OF MAINTENANCE (1982)
A.A., East Central Junior College
- EARL MARSHALL CAREER CENTER TEAM LEADER (1982)
B.S., University of Southern Mississippi; further work at University of
Southern Mississippi and Mississippi College
- DAVID CASE DIRECTOR FOR TECHNOLOGICAL
MANAGEMENT (1982)
B.S., University of Mississippi; M.B.A., Millsaps College; further work
at the University of Alabama

PROFESSIONAL STAFF

- MIKE ANDERSON DIRECTOR OF ACTIVITIES (1973)
A.S., East Central Junior College
- ALFRED BAILEY DIRECTOR OF VOCATIONAL
INDIVIDUALIZED DEVELOPMENTAL SYSTEM (1971)
B.S., University of Southern Mississippi; M.Ed., Mississippi State Uni-
versity; further work at University of Tennessee, Memphis State Uni-
versity, Memphis Area Vocational School and Memphis Technical
School
- LARRY BLACKBURN WORKFORCE SPECIALIST (1978)
A.A., East Central Junior College; B.S. and M.S., University of Southern
Mississippi
- ANN BURKES LIBRARIAN (1969)
A.A., East Central Junior College; B.S., M.S., and Ed.S., University of
Southern Mississippi; further work at Mississippi State University and
the University of Southern Mississippi
- BRENDA G. CARSON DIRECTOR OF FINANCIAL AID (1982)
A.A., East Central Junior College; B.S., M.Ed., Delta State University

- JAMIE CLARK BASEBALL COACH,
B.S., M.Ed., Delta State University STUDENT RECRUITER (1987)
- BOB CLARK GOLF AND TENNIS COACH,
DIRECTOR OF STUDENT HOUSING (1963)
A.A., East Central Junior College; B.A., Livingston State College; M.Ed.,
Mississippi College; further work at Mississippi State University
- WORTHY E. COATS ASSISTANT FOOTBALL COACH (1995)
B.S., Mississippi College
- WILLIE J. COATS HEAD FOOTBALL COACH (1994)
B.S., University of Southern Mississippi; M.Ed., Delta State University
- MARTY COOPER BASKETBALL COACH - STUDENT
RECRUITER (1991)
B.S., Rio Grande College; M.A., Miami University
- RAMMY C. DEMPSEY VOCATIONAL-TECHNICAL
COUNSELOR (1990)
B.S., Delta State University; M.Ed., Mississippi State University
- THOMAS E. FORTENBERRY DIRECTOR OF ADMINISTRATIVE
COMPUTER SERVICES (1989)
A.A., Meridian Junior College; A.A., East Central Community College;
further work, Mississippi State University
- LYNTHIA LANETTE HANNA RECRUITER/TECH PREP
CAREER CENTER DIRECTOR (1995)
A.A., East Central Junior College; B.B.A., Mississippi State University
- JAMES HANSFORD INDUSTRIAL COORDINATOR (1979)
A.A.S., East Central Junior College; B.S., M.Ed., Mississippi State Uni-
versity
- FRANKIE HARRISON COLLEGE NURSE (1993)
A.A., Meridian Community College
- GLORIA JOHNSON ASSISTANT LIBRARIAN (1978)
B.S., Mississippi Valley State University; M.L.S., University of Missis-
sippi; further work at Mississippi State University; University of South-
ern Mississippi; Jackson State University
- RANDALL LEE ACADEMIC COUNSELOR (1994)
A.A., East Central Junior College; B.S., M.Ed., University of Southern
Mississippi
- HEILA TERRELL-LYON VOCATIONAL-TECHNICAL
(SPECIAL POPULATIONS)
B.S., M.S., Jackson State University COORDINATOR (1992)

- SAMUEL PACE BASKETBALL COACH (1988)
A.A., East Central Junior College; B.S., M.Ed., and further work at Mississippi State University
- TAMMY PARKES COUNSELOR, PHILADELPHIA-NESHOBIA COUNTY VOCATIONAL-TECHNICAL CENTER (1988)
B.A., Delta State University; M.Ed., Delta State University; Ed.S., Mississippi State University
- JARROD W. RAVENCRAFT ASSISTANT TO THE DIRECTOR OF PUBLIC INFORMATION (1988)
A.A., Hinds Community College; B.S., University of Southern Mississippi; further work at Mississippi College
- JOSEPH RENAUD PERSONAL DEVELOPMENT SPECIALIST (1988)
A.A., Jones County Junior College; B.S., University of Southern Mississippi
- MAUDEAN SANDERS COORDINATOR OF TECHNICAL PREP EDUCATION (1988)
A.A., East Central Junior College; B.S., Mississippi University for Women; M.Ed., Mississippi State University; further work at Mississippi State University, University of Southern Mississippi
- LAURA R. THORNE ACCOUNTANT (1991)
A.A.S., East Central Junior College; A.A., East Central Community College; B.P.A., Mississippi State University
- TERRY A. UNDERWOOD ASSISTANT FOOTBALL COACH (1990)
A.A., Jones County Junior College; B.S., M.Ed., Delta State University
- STACIE T. WEIR BASIC SKILLS SPECIALIST (1994)
A.A., East Central Junior College; B.S., Delta State University; M.Ed., Mississippi State University, further work at Mississippi State University
- RONALD B. WESTBROOK DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER (1994)
A.A., East Central Junior College; B.S., Mississippi State University
- ROGER WHITLOCK WORK-BASED LEARNING COORDINATOR (1994)
B.S., M.Ed., Mississippi State University
- GAIL WOOD ASSISTANT LIBRARIAN (1975)
A.A., Hinds Junior College; B.A., University of California, Santa Barbara; M.S., University of Southern Mississippi; further work at University of Southern Mississippi

FACULTY

- EDWARD BAILEY VOCATIONAL INDIVIDUALIZED DEVELOPMENTAL SYSTEM (1971)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at University of Tennessee, Memphis State University, Memphis Area Vocational School and Memphis Technical School
- EDWARD BARRIER ENGLISH (1989)
A.A., East Central Junior College; B.A. and M.A., Mississippi College; further work Mississippi State University
- LOUISA R. BAUCUM ENGLISH (1994)
A.A., East Central Junior College; B.S., M.S., University of Southern Mississippi; Ed.S., Mississippi State University; further work University of Mississippi; University of Southern Mississippi; Mississippi College; Mississippi State University
- JAMES BAYNE METAL FABRICATION TECHNOLOGY (1990)
A.A., East Central Community College
- JIM BLACKBURN ELECTRONIC TECHNOLOGY (1993)
A.A.S., East Central Community College; further work at Mississippi State University
- KATHARINE K. BUCKMAN LICENSED PRACTICAL NURSING (1995)
A.D.N., Meridian Community College
- ANN T. BULLOCK BUSINESS TECHNOLOGY (1989)
B.S., M.Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University
- L. B. BULLOCK MATHEMATICS, COMPUTER SCIENCE (1989)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work, University of Southern Mississippi; Jackson State University
- ANN BURKES LIBRARY SCIENCE (1969)
A.A., East Central Junior College; B.S., M.S. and Ed.S., University of Southern Mississippi; further work at Mississippi State University and the University of Southern Mississippi
- ROGER BURKES METAL TRADES PHILADELPHIA/NESHOBIA CENTER (1991)
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.C.S., University of Mississippi
- JUDY CARROLL SPEECH AND THEATER (1990)
B.A., University of Science and Arts of Oklahoma; M.A., University of Arkansas

- THOMAS W. CARSON MUSIC (1988)
A.A., East Central Junior College; B.M.E., and M.M.E., Delta State University
- JOE V. CLARK MATHEMATICS AND PHYSICAL
EDUCATION (1988)
A.A., East Central Junior College; B.A., Livingston State College; M.E., Mississippi College; further work at Mississippi State University
- RICHARD W. CLARK MACHINE SHOP TECHNOLOGY (1988)
A.A., East Central Junior College; further work at Mississippi State University
- MONELLE CLIFTON ADN INSTRUCTOR (1988)
B.S.N., Mississippi College; M.S.N., University Medical Center
- MELVIE C. CULBERSON CLOTHING/APPAREL/TEXTILES
PHILADELPHIA/NESHOBA CENTER (1988)
Attended Mississippi State University
- PATTI DAVIS BIOLOGY (1988)
A.S., East Central Community College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi State University
- RONALD DAVIS BIOLOGY (1988)
A.S., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi State University and University of Southern Mississippi
- ALFORD DEATON PHYSICS (1988)
B.S., M.Ed., Mississippi State University; further work at Mississippi State University and University of Mississippi
- MICHELE M. ERGLE BUSINESS TECHNOLOGY (1988)
B.S., M.Ed., Mississippi State University; further work at Mississippi State University
- RICHARD C. ETHRIDGE SOCIAL SCIENCE (1981)
Attended Clarke Memorial College; B.A., Mississippi College; further work at University of Southern Mississippi; M.A., Ph.D., Mississippi State University
- MARY EVERETT ELECTRICAL TECHNOLOGY (1993)
A.A.S., East Central Community College
- RICHARD FISHER CHEMISTRY (1977)
B.A., Cornell University; Ph.D., University of North Carolina at Chapel Hill

- DEBORAH M. GAUDIN ADN INSTRUCTOR (1994)
B.N.I., Intravenous Nurses Certification Corp.; B.S.N., LSU Medical School of Nursing; M.S.N., University of Alabama at Birmingham School of Nursing
- KATHERINE K. GEORGE CHILD DEVELOPMENT
TECHNOLOGY (1986)
A.A., Hinds Junior College; B.S., University of Southern Mississippi; further work at University of Southern Mississippi, Mississippi College, Mississippi State University, and Millsaps College
- CONRAD GERMANY AUTOMOTIVE BODY REPAIR
TECHNOLOGY (1990)
A.A., East Central Community College; prior work at University of West Florida; Pensacola Junior College; in-service workshops Florida and Mississippi; professional training certificates from General Motors, Mitchell International, Dupont, I-Car, Chief Automotive Systems.
- JARA GRIFFIN COMPUTER TECHNOLOGY (1972)
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University
- SARAH GRIFFIN COSMETOLOGY (1984)
Certificate, East Central Junior College, Cosmetology School; East Central Junior College, 750 hours-Teacher Training; Pre-Service Training at Mississippi State University; further work at Meridian Junior College; seminars as required by State Board of Cosmetology
- BRUCE GURAEDY ART (1975)
B.A., M.Ed., University of Southern Mississippi; further work at Mississippi State University and Mississippi College
- SHELBY L. HARRIS MATHEMATICS (1963)
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Tulane University, Florida State University, Mississippi College and University of Tennessee; Ed.D., University of Southern Mississippi
- RICKY HARRISON DRAFTING AND DESIGN
TECHNOLOGY (1983)
A.A.S., East Central Junior College; further work at Mississippi State University and University of Southern Mississippi
- CHARLES W. HINSON MUSIC (1983)
A.A., Copiah-Lincoln Junior College; B.M.Ed., University of Southern Mississippi; M.M.Ed., Louisiana State University; further work at University of Southern Mississippi and Florida State University

- ROBERTA HOLT BUSINESS ADMINISTRATION AND ACCOUNTING (1970)
B.S., M.S., Mississippi University for Women; further work at Mississippi State University
- JANE HURST ADN INSTRUCTOR (1994)
A.S., Pensacola Junior College; B.S.N., University of Southern Mississippi; M.S.N., D.S.N., University of Alabama
- JANICE JACOBS SURGICAL TECHNOLOGY (1981)
Operating Room Certificate, A.D.N.; Meridian Community College
- BRENDA JOHNSON COMPUTER TECHNOLOGY (1980)
A.A.S., East Central Junior College; further work at Mississippi State University
- GLORIA JOHNSON LIBRARY SCIENCE (1978)
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further work at Mississippi State University; University of Southern Mississippi; Jackson State University
- JIMMIE R. JONES CARPENTRY INSTRUCTOR (1980)
CHOCTAW CENTRAL HIGH SCHOOL
Graduate of Bond High School, Neshoba County, MS. Nine years teaching experience in carpentry; twenty years experience as a self-employed contractor.
- THOMAS KEY BIOLOGY (1991)
B.A., Southern Methodist University; M.A., Southern Methodist University; Certificate in Radiation Biophysics, University of California at Berkeley; Ed.D., Ball State University; further work at Indiana University, Oglethorpe University, Clark College, Antioch Seminary, Immanuel Seminary
- BRENDA W. KIRBY ADN INSTRUCTOR (1994)
A.A., East Central Junior College; A.D.N., Meridian Community College; B.S.N., University of Southern Mississippi; further work at the University of Southern Mississippi
- PATRICIA L. LONG ADN INSTRUCTOR (1994)
A.D., Meridian Community College; B.S., M.S., University of Southern Mississippi; M.A.T., Mississippi State University
- BILLY R. LOVETT PSYCHOLOGY (1993)
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.S., George Washington University; further work at Mississippi State University
- FREDRICK F. LYONS CARPENTRY AND CABINET MAKING (1988)
Certificate, Carpentry and Cabinet Making, East Central Junior College

- JOHN McMULLAN MATHEMATICS (1970)
B.A., Mississippi College; M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University
- TERESA S. McRAE MATHEMATICS (1994)
A.A., East Central Junior College; B.M.Ed., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi University for Women
- JOHN R. MAY MUSIC (1995)
B.M.E., M.M.E., Delta State University
- JOEY B. MAYES DRAFTING AND DESIGN (1987)
A.A.S., East Central Junior College; further work at University of Southern Mississippi
- LESTER S. MILES HEATING AND AIR-CONDITIONING TECHNOLOGY (1984)
A.A., East Central Community College; Certificates: Refrigeration and Air-Conditioning from Mississippi Delta Junior College; Carrier Corporation, Memphis, Tennessee; further work at Mississippi State University
- WANDA E. MOORE ECONOMICS (1995)
A.A., East Central Community College; B.B.A., M.B.A., Mississippi State University
- WILLIAM R. MOTT ELECTRONIC TECHNOLOGY (1993)
A.A.S., Meridian Community College
- BILL NORCROSS AUTOMOTIVE MECHANICS
PHILADELPHIA/NESHOPA CENTER (1994)
Attended East Central Community College; Mississippi State University
- SAMUEL PACE SOCIOLOGY (1985)
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at Mississippi State University
- VIRGINIA B. PACE ENGLISH (1991)
A.A., East Central Community College; B.S., M.Ed., Mississippi State University
- ROBERT LEE PEARSON AUTOMOTIVE MECHANICS (1986)
Certificate East Central Junior College, Certificates in ten areas with Ford Motor Company, factory dealer experience with Ford, General Motors and Chrysler Corporation

- BRENDA G. PIERCE BUSINESS & COMPUTER TECHNOLOGY
PHILADELPHIA / NESHOBA CENTER (1988)
A.A., East Central Junior College; B.A., University of Southern Mississippi; M.Ed., University of Southern Mississippi
- ELIZABETH PITTS BUSINESS TECHNOLOGY (1988)
B.S., M.Ed., Mississippi College; further work at Mississippi State University
- ALICE POUNCEY PSYCHOLOGY AND HUMAN ECONOMICS (1988)
A.A., Jones County Junior College; B.S., University of Southern Mississippi; M.Ed., Livingston University; further work at University of Southern Mississippi and Mississippi State University
- KASANDRA K. REYNOLDS ADN INSTRUCTOR (1993)
A.D.N., Meridian Community College; B.S., University of Southern Mississippi; M.S.N., University of Mississippi Medical Center
- DOROTHY J. ROWZEE ALLIED HEALTH INSTRUCTOR
PHILADELPHIA / NESHOBA CENTER (1993)
B.S.N., University of Mississippi Medical Center; M.S.N., University of Southern Mississippi; further work University of Mississippi
- MELINDA B. SMITH ENGLISH (1993)
A.A., East Central Community College; B.S., M.S., University of Southern Mississippi
- T. CHRIS STOKES DIVERSIFIED TECHNOLOGY
PHILADELPHIA / NESHOBA CENTER (1993)
B.S., Livingston University; further work at Mississippi State University
- SANDRA L. THOMAS LICENSED PRACTICAL NURSING (1993)
A.D.N., Meridian Junior College
- THOMAS W. THRASH SOCIAL SCIENCE (1993)
A.A., East Central Junior College; B.S., M.S.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University
- SANDRA L. WEDGEWORTH RELATED STUDIES (1991)
A.A., East Central Junior College; B.A., University of Southern Mississippi; further work at Utah State University and Colorado School of Mines
- JUANITA WEST ENGLISH (1992)
A.A., Clarke College; B.A., William Carey College; M.A., University of Southern Mississippi; further work at Mississippi State University, University of Missouri, and University of Southern Mississippi

- SHIL D. WOOD LIBRARY SCIENCE (1975)
A.A., Hinds Junior College; B.A., University of California, Santa Barbara; M.S., University of Southern Mississippi; further work at University of Southern Mississippi
- LUCILLE WOOD PHYSICAL EDUCATION AND EDUCATION (1956)
A.A., East Central Junior College; B.S., M.A., University of Southern Mississippi; further work at University of Mississippi, University of Southern Mississippi and Mississippi State University
- MARY ANN WRIGHT CHILD DEVELOPMENT TECHNOLOGY (1993)
B.S., University of Mississippi; further work at the University of Southern Mississippi, Mississippi State University, and the Ross Collins Vocational Center

ADJUNCT FACULTY

- ROSEMARY ADCOCK MATHEMATICS
B.S., Mississippi State University
- HERRY BEN HISTORY
B.S., M.Ed., Mississippi College
- LYNN BLAYLOCK ENGLISH
B.A., University of Mississippi; M.A., Delta State University
- CURRESSIA BROWN BUSINESS
J.D., University of Mississippi; B.A., Rust College
- CAROLYN BURNEY MATHEMATICS
B.S., M.Ed., Mississippi State University
- IRMA GRACE CALDWELL ENGLISH
B.S., M.S., University of Southern Mississippi
- PAULETTE CANNON MEDICAL TERMINOLOGY
A.D.N., Meridian Community College
- LUIS CARTEGENA SPANISH
A.A., Technology Agriculture Institute; B.A., University of Chile; M.Ed., University of Chile
- DIANNE CARTER MATHEMATICS
B.S., Mississippi State College for Women; M.Ed., Mississippi State University
- RAYMOND CLARK MATHEMATICS
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at Mississippi State University

- GAIL COATS MATHEMATICS
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University
- JENNIFER COOPER BIOLOGY
B.S., Miami University; M.S., Livingston University
- JOHN CUMBERLAND ENGLISH
A.S., East Central Junior College; B.A., M.A., Mississippi State University
- JAMES DAVIS BIOLOGY
A.A., Pearl River Junior College; B.S., Delta State University; M.S., William Carey College
- PENNY DICKERSON NUTRITION
B.S., Mississippi State University; M.S., Mississippi State University
- CHARLES DIMICHELE GEOGRAPHY
B.S., Troy State University; M.A., Mississippi College; Ed.S., Ed.D., Mississippi State University
- NANCY ELLIS ENGLISH
B.A., Mississippi University for Women; M.A., Mississippi State University
- ED FAUROT FORESTRY
A.A., Holmes Junior College; B.S., M.Ed., Mississippi State University
- FAYE FULLER CHILD DEVELOPMENT
B.S., University of Southern Mississippi
- FRANCES GRAHAM PSYCHOLOGY
A.A., East Central Junior College; B.S., M.S., Mississippi State University
- LISA GREENWOOD COMPUTER
B.S., M.Ed., Mississippi State University
- JOHN GREER GOVERNMENT
B.A., Tougaloo College; M.A., University of Mississippi
- LARRY GRESSETT PSYCHOLOGY
A.A., East Central Junior College; B.S., Mississippi College; further study at University of Southern Mississippi
- MELISSA HAYES MATHEMATICS
A.A., Meridian Junior College; B.S., M.S., University of Southern Mississippi
- JOYCE HILL COMPUTER TECHNOLOGY
B.S., M.Ed., Ed.S., Mississippi State University

- SCOTT HUBERT PSYCHOLOGY
B.A., Southern Methodist University; M.Ed., University of North Carolina; Ed.S., Mississippi State University; M.P.P.A., Mississippi State University
- MYRON HUTSON CHEMISTRY
B.S., University of Central Florida; M.S., University of Southern Mississippi
- TONY KINTON ENGLISH
B.M.E. and M.Ed., Mississippi College
- BILL LAUDERDALE ART
B.F.A., Delta State University; M.F.A., University of Georgia
- RUBAN LIVINGSTON PSYCHOLOGY
B.A., University of Mississippi; M.Ed., Mississippi State University
- LYNDA LUKE ENGLISH
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University
- MARC McCOOL HISTORY
A.A., East Central Junior College; B.S., University of Mississippi; M.Ed., Mississippi State University
- LISA McMULLAN BUSINESS TECHNOLOGY
B.S., M.S., Ph.D., Mississippi State University
- VIKKI McNAIR COMPUTER, MATHEMATICS
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University
- HANDRA MEASLES ENGLISH
A.A., East Central Junior College; B.S., M.A.T., Mississippi State University
- PATSY MOORE ENGLISH
A.A., Holmes Junior College; B.S., M.S., Ed.S., Mississippi State University
- BARBARA MOWDY MATHEMATICS
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.S., Mississippi State University
- CHARLA MUNN COMPUTER
A.A., Holmes Junior College; B.S., Delta State University; M.Ed., Mississippi State University
- TONYA NOWELL PSYCHOLOGY
A.A., East Central Junior College; B.A., M.S., Mississippi State University

- KATHY PEARCE MATHEMATICS
A.A., Jones Junior College; B.S., University of Southern Mississippi
M.Ed., Mississippi State University
- TERESA PEEBLES HISTORY
B.A., M.A., University of Alabama; Ph.D., Indiana University
- PAMELA PEOPLES PSYCHOLOGY
B.S., M.Ed., Ed.S., Mississippi State University
- TED POPE ENGINEERING
B.S., Mississippi State University; M.C.E., Mississippi State University;
further study at Virginia Tech University
- MARCINE RAY MATHEMATICS
B.S., Delta State University; M.Ed., Mississippi State University
- JOHN REEVES HISTORY
B.A., University of Mississippi; M.A., University of Alabama
- DONALD RENFROE HISTORY
A.A., East Central Junior College; B.S., Delta State University; M.Ed.,
Mississippi College; Ed.S., Mississippi College
- GLORIA RHINEWALT ENGLISH
B.S., M.A., Mississippi State University
- EULA RIVERS COMPUTER
B.S., St. Mary's Dominican College; M.Ed., William Carey College; fur-
ther work at Mississippi College and University of Southern Mississippi
- TOMMY SANDERS AGRICULTURE
A.A., Northwest Mississippi Junior College; B.S., M.S., Mississippi State
University
- JUDY SANDERS HISTORY
B.S., M.Ed., Mississippi State University
- LYNN SAVELL HISTORY AND ENGLISH
B.S., M.S., University of Southern Mississippi; further work at Missis-
sippi State University
- CAROL SHACKELFORD ENGLISH
A.A., East Central Community College; B.S., M.Ed., Ed.S., Mississippi
State University
- SYLVIA SLOAN MATHEMATICS
B.S., M.Ed., Mississippi State University
- SHEILA SMITH NUTRITION
A.A., East Central Junior College; B.S., M.S., University of Southern
Mississippi
- PEGGY SNOW COMPUTER
B.S., M.Ed., Mississippi State University

- PAULA STOKES ENGLISH
A.A., East Central Junior College; B.A., M.Ed., Mississippi State Univer-
sity
- MARION SURLS SPANISH
B.A., M.A., Mississippi State University
- BUDBY THRASH COMPUTER, MATHEMATICS
A.A., East Central Junior College; B.A.M.S., University of Southern Mis-
sissippi; M.S., John Hopkins University
- FAM THRASH BUSINESS TECHNOLOGY
B.S., M.Ed., Mississippi State University
- HARVEY TRAPP ACCOUNTING
A.A., East Central Junior College; B.S., M.P.A., Mississippi State Univer-
sity
- CHAROL VICKERS ENGLISH
A.A., East Central Junior College; B.A., M.A., University of Southern
Mississippi
- JO VICKERS ENGLISH
B.A., M.A., Ed.S., George Peabody College; further work at University
of Southern Mississippi
- DANNY WADE HISTORY
A.A., East Central Junior College; B.S., University of Southern Missis-
sippi; M.Ed., Mississippi College
- CLAIRE WOODWARD ENGLISH
B.A., M.A., Mississippi State University

SECRETARIAL AND ADMINISTRATIVE SUPPORT STAFF

- GENEVA BARKER SECRETARY TO THE DIRECTOR OF THE
PHILADELPHIA/NESHOBA COUNTY CENTER (1986)
- CURRESSIA BROWN SECRETARY TO THE DEAN OF
STUDENTS (1993)
- LOU CLARK SECRETARY TO THE DIRECTOR OF
ADMISSIONS, RECORDS, AND RESEARCH (1974)
- PATRICIA ANN COKER ADMINISTRATIVE SECRETARY
TO THE BUSINESS OFFICE/PRESIDENT'S OFFICE (1996)
- BARBARA DEATON SECRETARY TO FACULTY (1975)

LYNN FRENCH..... SECRETARY TO THE BUSINESS
MANAGER (1999)

CAROLE GERMANY..... SECRETARY TO THE DEAN OF
INSTRUCTION (1999)

MIDGE HEDRICK..... SECRETARY TO THE DIRECTOR OF
ADULT AND CONTINUING EDUCATION (1999)

CINDY F. HERRINGTON..... SECRETARY TO THE DIRECTOR
OF THE PHYSICAL PLANT (1999)

ANGELA H. JONES..... SECRETARY TO THE DIRECTOR
OF THE CAREER CENTER (1999)

LINDA JONES..... SECRETARY TO DIRECTOR OF
VOCATIONAL-TECHNICAL INSTRUCTION (1999)

ANGELA LUKE..... DATA MANAGEMENT CLERK (1999)

TINA LYNCH..... SECRETARY TO THE BUSINESS
MANAGER (1999)

LINDA PIERCE..... SECRETARY TO DIRECTOR OF
ADMISSIONS, RECORDS, AND RESEARCH (1999)

KATHY PURSER..... SECRETARY TO ADN DIRECTOR (1999)

GLORIA RIGDON..... SECRETARY TO FACULTY (1999)

BONNIE SAVELL..... SECRETARY TO DIRECTOR OF
VOCATIONAL-TECHNICAL INSTRUCTION (1999)

LEE ANN SCOGGIN..... SECRETARY TO THE PRESIDENT (1973)

MARTHA SIBLEY..... SECRETARY TO THE DEAN OF
STUDENTS (1999)

SHELIA STAMPER..... SECRETARY TO THE BUSINESS
MANAGER (1999)

RICHARD TAYLOR..... ASSISTANT TO DIRECTOR OF
FINANCIAL AID (1990)

VIRGIE THAMES..... SECRETARY FOR SMALL BUSINESS
CENTER (1995)

BURMA WEIDLER..... ASSISTANT TO DIRECTOR OF
FINANCIAL AID (1988)

KAREN YATES..... SECRETARY TO THE DIRECTOR
OF PUBLIC INFORMATION (1994)

SUPPORT STAFF

EAM FORTENBERRY..... BOOKSTORE (1996)

BERLEY CHANDLER..... ELECTRICIAN (1987)

MARY JANE CLEVELAND..... CUSTODIAN (1984)

GROVER COX..... CUSTODIAN (1993)

BETTY DOTY..... WOMEN'S DORMITORY SUPERVISOR (1990)

ALTON FOREMAN..... GROUNDS KEEPER (1981)

JOHN A. FOREMAN..... GROUNDSKEEPER (1993)

ELARA GALASPY..... CUSTODIAN (1993)

WILLIE GALLASPY, JR..... CUSTODIAN (1965)

SCOTT VAUGHN..... DIRECTOR OF B.S.U. (1995)

EUGENE GREEN..... GROUNDS KEEPER (1995)

CAROLYN HARALSON..... WOMEN'S DORMITORY
SUPERVISOR (1982)

JOHN HERRINGTON..... PAINTER (1992)

BRENDA K. JOHNSON..... CHILD CARE ATTENDANT (1988)

ROBERT JOHNSON..... CUSTODIAN (1993)

BILLY J. LUCROY..... CUSTODIAN (1995)

KENNETH MASSEY..... PLUMBER (1995)

WILLIAM McELHENEY..... GROUNDSKEEPER (1990)

BILLY McKNIGHT..... CARPENTRY (1980)

JOHNNY MOORE..... CUSTODIAN (1990)

MICHAEL MOORE..... CUSTODIAN, PHILADELPHIA-
NESHABA CENTER (1989)

BOBBY PATRICK..... CAMPUS SECURITY GUARD (1977)

MARTHA K. PATRICK..... CUSTODIAN (1988)

DONALD VANCE..... CUSTODIAN (1988)

GILESA WILSON..... CUSTODIAN (1995)

HENRY WROTEN..... CUSTODIAN (1976)

COMMITTEES OF THE FACULTY

ADMINISTRATIVE COUNCIL:

President, Dean of Instruction, Dean of Students, Business Manager, Director of Admissions, Records, and Research, Director of Adult and Continuing Education, Director of Vocational-Technical Instruction, Athletic Director, Director of Public Information, Director of Maintenance, Career Center Team Leader, Director for Technology Management

APPEALS COMMITTEE FOR ABSENTEES:

Mr. Troy Brown, Mr. Raymond McMullan, Selected Faculty and SBA President

ACADEMIC PROBATION:

Director of Admissions, Records, and Research, Dean of Instruction and Dean of Students

ADMISSIONS:

Director of Admissions, Records, and Research, Dean of Instruction and Dean of Students

BUDGET TASK FORCE:

Mr. Mickey Vance, Dr. Phil Sutphin, Mr. Troy Brown, Mr. Gene Davis, Mr. John Adcock, Mr. Mike Dearing, Mrs. Ann Burkes, Mr. Bruce Guraedy, Dr. Richard Ethridge, Dr. Shelby Harris, Mrs. Sara Griffin, and Mrs. Nancy Harris

COMPUTER USERS:

Business Manager, Chairperson, Dean of Instruction, Dean of Students, Director of Admissions, Records, and Research, Director of Vocational-Technical Instruction, Computer Analyst, Librarian, Computer Technology Instructor, Computer Science Instructor, Director for Technology Management

CURRICULUM:

Dean of Instruction, Director of Admissions, Records, and Research, Academic Counselor, Vo-Tech Counselor, Director of ADN Program, Four Division Chairpersons, Mr. Ron Davis, Mrs. Polly Mayes, Mrs. Kasandra Reynolds, Mrs. Juanita West, Mr. Bill Lovett, and two SBA Representatives

DISCIPLINE:

Mr. Jimmy Dempsey, Mr. Randall Lee, Miss Gloria Johnson, SBA President, and Dr. Richard Ethridge, Chairperson

FINANCIAL AID APPEALS:

Dean of Students, Academic Counselor, Director of Financial Aid, Vocational Counselor, Director of Admissions, Records, and Research

INTERCOLLEGIATE ATHLETICS:

Athletic Coordinator, Women's Basketball Coach, Men's Basketball Coach, Baseball Coach, Softball Coach, and Tennis and Golf Coach

INTRAMURALS:

Mr. Mike Anderson, Coach Joe Clark, Coach Sammy Pace and Miss Lucille Wood

LIBRARY:

Mrs. Lois McMullan, Mrs. Ann Burkes, Mr. Tommy Thrash, Mr. Chester Clark, Mrs. Linda Baucum, Dr. Jane Hurst, and student (SBA Representative)

LITERACY TASK FORCE:

Mr. Gene Davis, Mr. John Adcock, Mr. Al Bailey, Mr. Larry Blackburn, Ms. Gloria Johnson, Mr. Jim Hansford and Mrs. Carol Vickers

RECRUITMENT AND RETENTION TASK FORCE:

Mr. Troy Brown, Chairperson, Mr. Jimmy Dempsey, Mrs. Brenda Carson, Mr. Tom Carson, Mr. Jamie Clark, Mr. Marty Cooper, Mr. Gene Davis, Mr. Bruce Guraedy, Mrs. Lanette Hanna, Mr. Ricky Harrison, Mr. Bubby Johnston, Mr. Randall Lee, Mrs. Sheila Terrell-Lyon, Mr. Raymond McMullan, Mr. John May, Mr. Jarrod Ravencraft, Mrs. Maudean Sanders, Mrs. Stacie Weir and ex officio members, Dr. Eddie M. Smith, Dr. Phil Sutphin, Mr. Mickey Vance, and SBA President

SAFETY COMMITTEE:

Mr. Mike Dearing, Mr. Gene Davis, Mr. Ron Davis, Mr. Chester Clark, and Mrs. Frankie Harrison

SCHOLARSHIP:

Mr. Troy Brown, Mr. Mickey Vance, Mrs. Sara Griffin, Dr. Shelby Harris and Mrs. Brenda Carson

STAFF DEVELOPMENT:

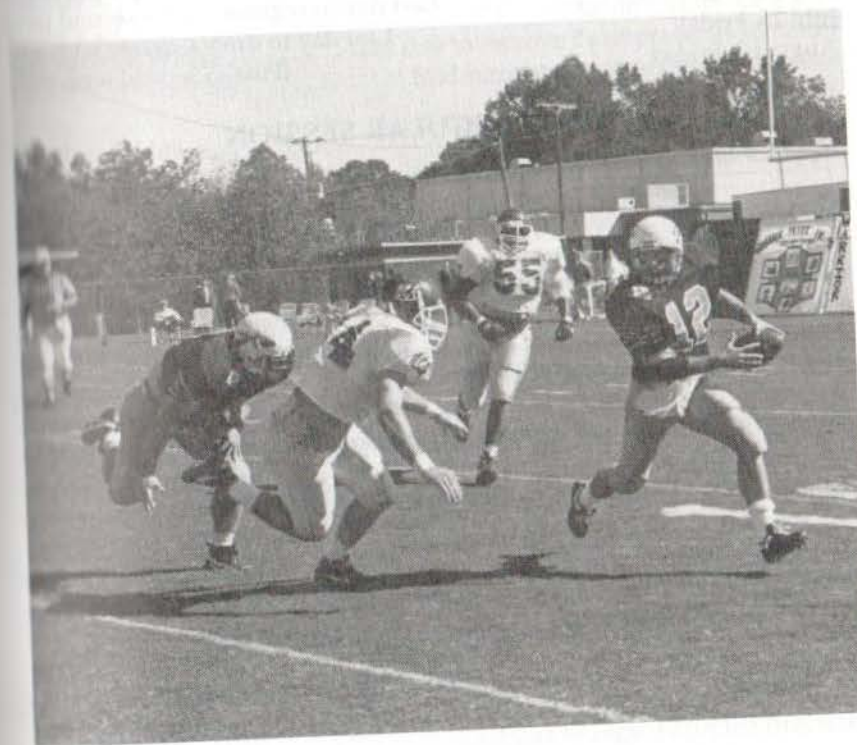
Mr. L. B. Bullock, Ms. Cynthia Gaudin, Mr. Fredrick Lyons, Mrs. Elizabeth Pitts, and Mrs. Juanita West

TEXTBOOK:

Dean of Instruction, Business Manager, and Division Chairpersons

TITLE III PLANNING COMMITTEE:

Dr. Phil Sutphin, Dean of Instruction, Mr. Mickey Vance, Business Manager, Dean Troy Brown, Dean of Students, Mr. John Adcock, Director of Vo-Tech Education, Mr. Gene Davis, Director of Adult and Continuing Education, Mrs. Nancy Harris, Director of Associate Degree Nursing, Mr. Randall Lee, Academic Counselor, Mrs. Sheila Lyons, Vo-Tech (Special Populations) Coordinator, Mrs. Wanda Moore, Social Science Instructor, Mr. Ricky Harrison, Technical Instructor, Mrs. Lani McMullan, Math Instructor, Miss Juanita West, English Instructor.



GENERAL CALENDER

1996 SUMMER SESSION

Interession - On-Campus - Day Classes

May 13, Monday Registration and classes begin
May 31, Friday Interession ends

First Semester - On-Campus - Day Classes

June 7, Friday Registration
June 10, Monday Classes begin
June 12, Wednesday Last day to register for the first term
June 28, Friday Last day to drop a course with a W
July 4, Thursday Independence Day Holiday
July 5, Friday (Finals) First term ends

Second Semester - On-Campus - Day Classes

July 8, Monday Registration
July 9, Tuesday Classes begin
July 10, Wednesday Last day to register for the second term
July 26, Friday Last day to drop a course with a W
August 2, Friday (Finals) Second term ends

1996-97 REGULAR SESSION

First Semester

August 2, Friday Applications for admission should be on file
August 8, Thursday Begin band and football practice
August 12, 13, & 14, Monday, Tuesday, & Wednesday Faculty meetings and workshops
August 15, Thursday Residence halls open at 8:00 a.m.
August 15 & 16, Thursday & Friday Completion of orientation and registration
August 19, Monday Begin day classes, late registration fee charged beginning at 8:00 a.m.
August 19-22, Monday through Thursday Evening registrations at 6:30 p.m.
August 26, Monday Begin evening classes
August 30, Friday Last day to register or change classes
September 2, Monday Labor Day Holiday
September 27, Friday Last day to remove I's of previous semester
October 16, Wednesday Mid-term grades due in records office at 8:00 a.m.

November 27, 28, & 29, Wednesday, Thursday, & Friday Thanksgiving Holidays
November 2, Monday Resume class schedule
November 2, Monday Last day to drop a course with a W
November 6, Friday Last day of regular classes
November 9, 10, 11, & 12 Final exams
November 12, Thursday Christmas Holidays begin for students at 12:30 p.m.
Residence Halls close at 2:00 p.m.
Final grades due in records office at 2:30 p.m.

Second Semester

January 3, Friday Completion of orientation and registration
January 5, Sunday Residence halls open at 4:00 p.m.
January 6, Monday Begin day classes, late registration fee charged beginning at 8:00 a.m.
January 6-9, Monday through Thursday Evening registrations at 6:30 p.m.
January 13, Monday Begin evening classes
January 17, Friday Last day to register or change classes
January 20, Monday Martin Luther King Day
February 14, Friday Last day to remove I's of previous semester
March 5, Wednesday Mid-term grades due in records office at 8:00 a.m.
March 7, Friday Spring Holidays begin at 3:15 p.m.
Residence halls close at 4:00 p.m.
March 17, Monday Resume class schedule
March 28, Friday Easter Holiday
April 25, Friday Last day to drop a course with a W
May 2, Friday Last day of regular classes
May 5, 6, 7, & 8 Final exams
May 8, Thursday Final grades due in records office by 2:30 p.m.
May 9, Friday Spring Commencement at 8:00 p.m.

1997 SUMMER SESSION

Interession - On-Campus - Day Classes

May 12, Monday Registration and classes begin
May 30, Friday Interession ends

First Semester - On-Campus - Day Classes

June 6, Friday Registration
June 9, Monday Classes begin
June 11, Wednesday Last day to register for the first term

June 27, Friday Last day to drop a course with a W
 July 3, Thursday First term ends
 July 4, Friday Independence Day Holiday

Second Semester - On-Campus - Day Classes

July 7, Monday Registration
 July 8, Tuesday Classes begin
 July 9, Wednesday Last day to register for the second term
 July 25, Friday Last day to drop a course with a W
 August 1, Friday Second term ends

1997-98 REGULAR SESSION

First Semester

August 1, Friday Applications for admission should be on file
 August 8, Friday Begin band and football practice
 August 11, 12, & 13, Monday, Tuesday, & Wednesday Faculty meetings and workshops
 August 14, Thursday Residence halls open at 8:00 a.m.
 August 14 & 15, Thursday, & Friday Completion of orientation and registration
 August 18, Monday Begin day classes, late registration fee charged beginning at 8:00 a.m.
 August 18-21, Monday through Thursday Evening registrations at 6:30 p.m.
 August 25, Monday Begin evening classes
 August 29, Friday Last day to register or change classes
 September 1, Monday Labor Day Holiday
 September 26, Friday Last day to remove I's of previous semester
 October 15, Wednesday Mid-term grades due in records office at 8:00 a.m.
 November 25, Tuesday Last day to drop a course with a W
 November 26, 27, & 28, Wednesday, Thursday, & Friday Thanksgiving Holidays
 December 1, Monday Resume class schedule
 December 5, Friday Last day of regular classes
 December 8, 9, 10, & 11 Final exams
 December 11, Thursday Christmas Holidays begin for students at 12:30 p.m.
 Residence Halls close at 2:00 p.m.
 Final grades due in records office at 2:30 p.m.

Second Semester

January 4, Sunday Residence halls open at 4:00 p.m.

January 5 & 6, Monday & Tuesday Completion of orientation and registration
 January 7, Wednesday Begin day classes, late registration fee charged beginning at 8:00 a.m.
 January 5-8, Monday through Thursday Evening registrations at 6:30 p.m.
 January 12, Monday Evening classes begin
 January 16, Friday Last day to register or change classes
 January 19, Monday Martin Luther King Day
 February 13, Friday Last day to remove I's of previous semester
 March 4, Wednesday Mid-term grades due in records office at 8:00 a.m.
 March 6, Friday Spring Holidays begin at 3:15 p.m.
 Residence halls close at 4:00 p.m.
 March 16, Monday Resume class schedule
 April 10, Friday Easter Holiday
 May 1, Friday Last day to drop a course with a W
 May 8, Friday Last day of regular classes
 May 11, 12, 13, & 14 Final exams
 May 14, Thursday Final grades due in records office by 2:30 p.m.
 May 15, Friday Spring Commencement at 8:00 p.m.



CHAPTER 2 GENERAL INFORMATION

PURPOSE OF THE COLLEGE

East Central Community College seeks to fulfill the educational needs of students from the five-county district which it serves. In a continuing effort to meet these needs, the college, through its board of trustees, administration, and faculty, conceives its purpose to be to provide instruction and service. To achieve its instructional goals, the college is committed to offer opportunities for mental, physical, and emotional development. As a service agency, the college provides programs of instruction which incorporate knowledge and skills applicable to life in a complex society.

To successfully fulfill its purpose, East Central Community College provides, at minimum cost, a variety of programs which include senior college or university parallel, technical, vocational, adult, and remedial education. The college further subscribes to and provides for self-improvement, continuing education, and community services.

Through curricular and extracurricular activities, the college provides experiences which lead to the development of the total individual. These experiences include guidance, participation, and leadership in campus activities, student clubs, and organizations.

INSTITUTIONAL GOALS

1. To provide effective instructional programs for the first two years of university-parallel curricula to prepare students for successful transfer to senior institutions.
2. To provide vocational and technical programs designed to prepare students for immediate employment.
3. To provide a developmental program of instruction to raise basic skills levels of students whose academic foundation requires strengthening.
4. To provide enriched educational experiences for academically talented students.
5. To provide guidance, counseling, and other student services to aid students in the attainment of personal, educational, and occupational goals.

6. To provide specialized industrial training programs which will develop a productive work force for new and expanding district businesses and industries.
7. To provide administrative services to support the faculty in its commitment to offer a high quality, innovative educational program to students.
8. To offer community services and continuing education programs to meet the educational and personal needs of both youth and adults and to cooperate with high schools and service agencies in providing community education programs.
9. To serve as a cultural and recreational center for the service area by offering a broad range of programs to enrich the community and to enhance creative expression in music, dance, theater arts, visual arts, sports, and recreation.

HISTORY OF THE COLLEGE

In 1928 the Legislature of the State of Mississippi adopted the first laws for the organization and operation of Mississippi public junior colleges. East Central Community College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades which comprised the Newton County Agricultural High School were a part of the college until 1958 when they joined the Decatur Attendance Center.

In March of 1939, East Central Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It has been reaffirmed each decade since. The college holds membership in the Mississippi Association of Colleges, the Mississippi Association of Community and Junior Colleges and the American Association of Community and Junior Colleges.

Originally the institution was supported by three counties — Newton, Neshoba and Scott. Later they were joined by Leake and Winston.

From the two members of the original faculty of East Central Community College — Mrs. W.W. Newsome and Mr. Robert Marshall — the number of administrators, faculty, and professional staff employed by the college has increased to 107 for the current year. Since its founding, six presidents have served the institution.

SCHOOL PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislature, the school has experienced growth in buildings and facilities during the past several years. The school plant consists of approximately 150 acres with buildings and facilities now valued at over nine million dollars. There are nineteen main brick buildings. All residence halls, classrooms and offices are air conditioned. In addition to facilities sufficient to sustain a general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.

ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, dean of instruction, business manager, adult and continuing education director, public information director, computer analyst, and the Board of Trustees' room. Proper staff facilities for the business office and adequate storage for all offices are provided in the building. The 7,995 square foot facility was built in 1967 as the library for the college but was renovated for administrative use when the Burton Library was occupied. It is modern, spacious, and comfortable and is located on the front of the campus adjacent to the student services building.

ASSOCIATE DEGREE NURSING/CHILDCARE BUILDING

Containing over 20,000 square feet of floor space, this facility opened in 1996 and houses both the associate degree nursing and child care programs. This modern facility contains classrooms, lecture rooms, computer labs, and laboratories.

BRACKEEN-WOOD PHYSICAL EDUCATION BUILDING

This building was constructed in 1970 and is located near the football stadium. Offices for football, baseball, and basketball are housed in this facility in addition to dressing facilities, the varsity basketball court, and the weight room.

BRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER

Containing over 58,000 square feet of floor space, this facility opened in 1969 and houses automated manufacturing technology, business technology, computer technology, electronic technology, drafting technology, metal fabrication technology, precision machining technology, and

programs in air-conditioning and refrigeration, electricity, automotive mechanics, and body and fender repair.

BURTON LIBRARY

Occupied during the 1976-77 school year, this building is located at the center of the campus and contains a large reading area, a conference room, a spacious lobby, librarians' offices, a workroom, a faculty reading room, nine study rooms, and a room for special collections. Total seating capacity, mostly at individual and grouped carrels, is 250; and shelving is provided for 50,000 volumes. Provision is also made for housing non-book materials. Closed circuit, public, or commercial television viewing is available in any area of the building. Other media include slides, film strips, audio tapes, film loops, and micro texts.

CROSS HALL

The modern science building contains the classrooms and laboratories for the biological, chemical, computer, and physical sciences. In 1990, the chemistry laboratory was completely renovated with modern Laboratory tables, equipment, and controlled, vented chemical storage areas added.

HUFF AUDITORIUM AND STUDENT SERVICES BUILDING

This structure has a seating capacity of one thousand and is conveniently located at the front of the campus. The auditorium has excellent acoustics and equipment and is used by the college and community for a variety of activities. Located on the ground floor are several of the student services offices. A major refurbishing of Huff Auditorium, funded by donations to the East Central Community College Development Foundation, Inc., is currently in the final phase.

JACKSON HALL

The freshman women's dormitory was remodeled in 1963 and again in 1978. Another renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures. It houses 125 women and contains the office and apartment of the dormitory supervisor.

MABRY DINING HALL

Remodeled in 1979, it is a modern building containing four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Gold Room, which seats 120; the Gordon Room, which seats 50, and the Magnolia Room, which seats 20.

RESHOBA COUNTY HALL

This two-story dormitory for men was constructed in 1971. It consists of thirty-one rooms which house sixty-two students.

NEWSOME HALL

Completed in 1957, the sophomore women's dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty women and the dormitory supervisor. Total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures.

NEWTON HALL

This two-story classroom building was constructed in 1975 and houses the English, Mathematics, Social Science, History, Journalism, Education, and Psychology departments. Also, sixteen faculty offices are located in this building along with several support facilities.

THE SKILL/TECH ONE-STOP CAREER CENTER

Completed in 1995, this modern building has over 2,700 square feet. Its offices and conference room provide space for the industrial and economic development activities of the College.

THE OVID S. VICKERS FINE ARTS CENTER

Occupied in 1969, this facility contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms for the teaching of music and art, and art studios.

SCOTT COUNTY HALL

This two-story dormitory for men was constructed in 1972. It consists of an apartment for the director of housing and thirty-one rooms which house sixty-two students.

SOUTH CAMPUS

Acquired in the fall of 1995, this 4.5 acre complex consists of a practice field, additional parking areas, and several buildings which house classrooms, office space, a gymnasium, storage, etc.

THE STUDENT ACTIVITY CENTER

The office of the Director of Student Activities is located in this building along with many student special activity facilities.

SULLIVAN CENTER

The first floor of the student center houses the grill, bookstore, and post office while the nurse and the adult learning lab are located on the second floor.

TODD HALL

This dormitory for men was completed in 1957. It is arranged in suites rather than conventional halls found in most men's dormitories. Several two men are housed in this dormitory. A total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation.

THE VOCATIONAL-TECHNICAL ANNEX BUILDING

Completed in 1969, this building is located on the north side of the campus and contains classrooms, offices, and laboratories for several vocational-technical programs.

WINSTON HALL

This residence hall was completely renovated in 1989 and 1990 with structural changes to bring it up to modern standards for housing students. This renovation provided an energy efficient, attractive facility for men. It consists of forty-one rooms which house eighty-two students.

OTHER BUILDINGS

THE PRESIDENT'S HOME

Located on the main street of the town of Decatur at the southeast corner of the campus, this spacious home was constructed in 1961.

FACULTY HOUSES

There are eleven of these houses located at various sites on the college property.

LEAKE HALL

This two-story building containing sixteen apartments was originally constructed for married students. Today it is occupied by both faculty and married students. A major renovation of this building was completed during the 1994 spring semester.

ATHLETIC FIELDS

THE FOOTBALL STADIUM

Warrior Field was relocated in 1967 and is now equipped with the most up-to-date high intensity lighting, speaker system, and an enlarged seating capacity.

INTRAMURAL FIELD

This playing field is located north of the baseball field and contains an area for intramural sports.

CHRIS GAY IV MEMORIAL BASEBALL FIELD

Situated near the football stadium this well located facility was completed with a gift from the family of former student Chris Gay IV. It has up-to-date lighting, a press box, and aluminum seating.

TENNIS COURTS

Located north of Newsome Hall, this facility contains four lighted tennis courts.

WOMEN'S SOFTBALL FIELD

This playing field is located north of the baseball field. Construction of this field was completed during the 1994 spring semester.

STUDENT ORGANIZATIONS

Student organizations include:

Freshman Class, President's Council, Sophomore Class, and Student Body Association

Honor Society:

Phi Theta Kappa, Scholars Bowl

Curricular organizations include:

Alpha Alpha Epsilon, HOSA, Mu Alpha Theta, Phi Beta Lambda, Sigma Sigma Mu Tau, Student Education Association, Post Secondary Association of Students and Teachers of Early Childhood Education, and VICA

Special interest organizations include:

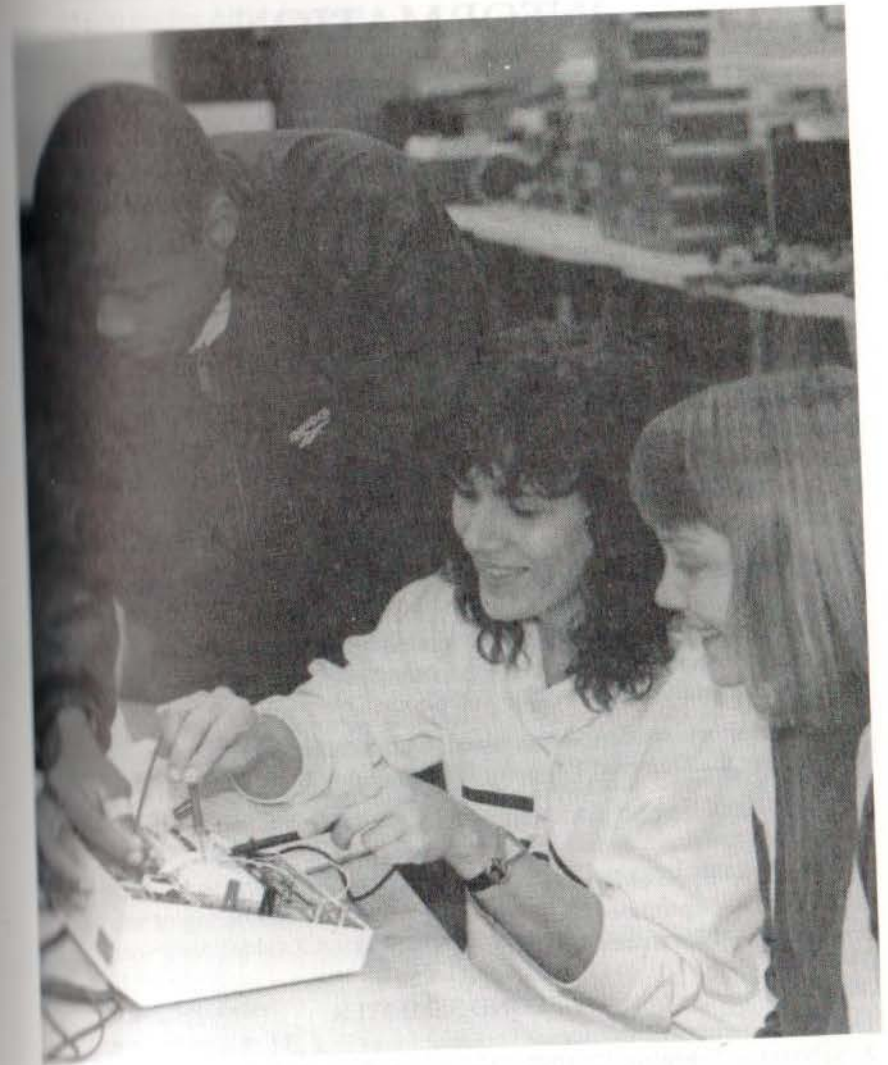
Ac'cents, Athletics, Band, Cheerleaders, Collegians, Diamond Girls, F.I.H. Choir, Fashion Squad, Gospel Choir, L.I.F.E., Native American Association, New Directions, Residence Hall Councils, S.A.D.D., and Weather Corps

Religious organizations include:

Baptist Student Union, Newman Club, Wesley Foundation, and Fellowship of Christian Athletes

Publications include:

Tom-Tom and Wo-He-Lo



CHAPTER 3

FINANCIAL INFORMATION

EXPENSES FOR THE 1996-97 REGULAR SESSION

	Dormitory Student	Day Student
FIRST SEMESTER		
Matriculation Fee	\$ 500.00	\$ 500.00
Room Fee	\$ 380.00	
Board (5 day meal plan)	\$ 540.00	
Total First Semester	\$ 1420.00	\$ 500.00
SECOND SEMESTER		
Matriculation Fee	\$ 500.00	\$ 500.00
Room Fee	\$ 380.00	
Board (5 day meal plan)	\$ 540.00	
Total Second Semester	\$ 1420.00	\$ 500.00
Total for Year	\$ 2840.00	\$ 1000.00

Cable TV and telephone are now available for students who choose to pay the fee to receive these services. Contact should be made directly to Cablevision and/or the Decatur Telephone Company.

Each dormitory student is required to purchase a meal plan. Students who prefer the Deferred Payment Plan may pay their board in the following way:

FIRST SEMESTER

1. \$180.00 — upon entrance
2. \$180.00 — September 23, 1996
3. \$180.00 — November 4, 1996

SECOND SEMESTER

1. \$180.00 — upon entrance
2. \$180.00 — February 17, 1997
3. \$180.00 — April 7, 1997

Fees are an additional \$600.00 per semester for out-of-state students

The 1997-98 academic fee dates will be released in an addendum. Cosmetology students see "1" under General Information.

GENERAL INFORMATION

1. There is no special charge for music, or business courses for full-time students. There is a \$15.00 fee for laboratory science courses and a \$24.00 fee for ADN courses.
2. Fees are an additional \$600.00 per semester for out-of-state students.
3. If the deferred payment plan is used and these payments are not met, there will be an additional charge of \$5.00 added to the account.
4. All fees are payable in advance on the date due as indicated in the "Board Calendar."
5. All students who fail to clear their accounts with the college seven (7) school days prior to the starting date for examinations each semester will be dropped from school. A written notice will be mailed to the student when this action is taken.
6. For registration on dates other than those listed on the college calendar, there will be an additional charge of \$15.00 added to the account.
7. All students who expect to register for fall semester as scheduled should complete admission requirements by August 1. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.
8. Students taking less than twelve semester hours will pay fees at the rate of \$50.00 per semester hour at the time they register.
9. Adults who are 65 years of age or older may attend East Central Community College with matriculation fees waived.
10. East Central Community College reserves the right to change any charges published if it should become necessary.
11. Cost for the 12 months Cosmetology Program is \$1730.00 which includes books and cosmetology kit. A first time student has a first time charge of \$230.00 for special supplies. Students applying for cosmetology must make an advanced partial tuition payment of \$50.00 in order to get on the admission list.
(Non-refundable). Charges may be made the following way:

Fall Semester	\$500.00
Spring Semester	\$500.00
Summer Semester	\$500.00

Room and Board are same as listed on opposite page.
12. Cost for the twelve-month Licensed Practical Nursing (LPN) Program is \$1,500.00.
Charges may be made in the following manner:

Fall Semester	\$500.00
Spring Semester	\$500.00

Summer Semester \$500.00
 Room and Board are same as listed on opposite page.

FIRST COURSE FREE

East Central Community College has a policy to encourage adults who have not attended college previously to try college free. Any adult in the five-county district who has not previously enrolled in college and who otherwise meets entrance requirements may take the first college credit course free at any location in the district.

For purposes of this policy, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The \$50.00 per semester hour will be waived for the first course only.

Those interested should contact the Admissions, Records and Research Office at East Central Community College or attend registration as announced at the location where they plan to enroll.

REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

Part-time students will not be granted tuition refunds after the first class meeting.

Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.

Meal plan refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.

The refund policy of East Central Community College for Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Director of Admissions, Records, and Research of the college.

THE COLLEGE BOOKSTORE

The campus bookstore is operated as a convenience to students and instructors in securing books when needed.

Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student. Books will be purchased from students at the end of each semester during final examinations.

HOUSING AND BOARDING POLICIES

East Central Community College provides a comprehensive food service, six residence halls, and an apartment building. The food service facilities and all residence halls are modern, air-conditioned facilities.

The apartments are designed to accommodate a married couple with one child. Prior written consent must be received from the college for additional occupants in a single apartment. The rent is \$200.00 plus utilities per month. Students interested in these accommodations should contact the Business Manager.

Residence halls are provided on campus, and students are encouraged to live in the residence halls. All dormitory rooms are assigned based on the date the deposit of \$50.00, which includes a key deposit of \$5.00, is received. However, room assignments are made only to students who have an application for admission on file in the Admissions Office. Students may send the room deposit with the application for admission. Room deposits should be sent to the Business Office when not accompanying an application.

Room deposits are refundable if a student chooses not to attend East Central, but the school must receive the request for the refund prior to August 15. After August 15, the room deposit is refunded when the student officially withdraws from the residence hall.

If a student has a preference for a particular room or roommate this should accompany the payment of the room deposit. East Central's dormitories are furnished, and the student will only need to provide bed linens.

Mabry Cafeteria offers wholesome but inexpensive meals for students. All residence hall students are required to purchase a meal plan, and they must present their ID cards each time they eat in the cafeteria. Students may not lend their ID card to other people. Also, food service is not available when the college is not in session on official holidays.

STUDENT HOUSING

Residence Requirements for East Central Students

1. Full-time single students who are receiving activity scholarships (athletic, cheerleader, band, Collegians, Centralettes, flag corps, or rifle corps) will be required to live on campus in the college's residence halls. Exceptions may be made for those students who live with parents or legal guardians, those who commute, for those who have a substantiated medical reason for not living on campus, and those who are over 21 years of age.
2. Single students less than 21 years of age who do not receive an activity scholarship and do not commute from their parents' or legal guardian's home must have on file in the Dean of Students' office a release statement signed by the parents/guardians granting permission to live off campus. This release statement may be obtained from the Dean of Students' office.

NOTE: The justification or reason for this policy is for the protection and security of students, parents, and school officials involved in emergency situations that might occur with the aforementioned parties.

STUDENT ACCOUNTS

Payment of student's expenses may be made by cash, check or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. The college will keep money or other valuables in its vault on request. There will be a charge of \$25.00 for all checks returned as NSF or Stop Payment.

STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office
East Central Community College
P. O. Box 129
Decatur, Mississippi 39327
Telephone: (601) 635-2111, Ext. 218

SECTION I: FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT — This Federal Program is designed to provide financial assistance to students on the basis of need. Any eligible student may receive a Pell Grant. A Pell Grant is not a loan; therefore, it does not have to be paid back.

STATE OF MISSISSIPPI TUITION GRANTS — The State of Mississippi established the following grant programs in 1995 for eligible Mississippi residents: the Mississippi Resident Tuition Assistance Grant (MRTAG) and the Mississippi Eminent Scholars Grant (MESG). Applications must be submitted by the deadline established by the State of Mississippi. Students must meet the eligibility requirements as established by the State of Mississippi in order to be eligible.

STATE STUDENT INCENTIVE GRANT (SSIG) — The State of Mississippi through a matching grant program with the Federal Government provides grants to eligible Mississippi residents. Very limited funds are available to students with substantial financial need.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

WORK-STUDY — East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students are awarded jobs based on need and academic ability. This program gives students a chance to earn money to help pay their educational expenses.

FEDERAL STAFFORD LOAN — A Federal Stafford Loan is a low-interest loan made to the student by a lender such as a bank, credit union, or savings and loan association to help with educational expenses. Two types of Federal Stafford Loans are available: Subsidized Federal Stafford Loans and Unsubsidized Federal Stafford Loans for middle income borrowers.

PLUS — The PLUS Loan Program is not based on need. PLUS loans are for the parents of dependent students. These loans provide additional funds for educational expenses. Like Stafford Loans, PLUS loans are made by a lender.

INSTITUTIONAL SCHOLARSHIPS — East Central Community College offers various scholarships to eligible students:

Achievement Recognition Scholarships — Achievement Recognition Scholarships will be awarded to individuals who receive the following honors: Choctaw Indian Princess, in-district Junior Miss winners, Miss Neshoba County, Miss Morton, and in-district Star Students. Full tuition

scholarships will be awarded to those eligible who enroll as full-time students at East Central Community College the fall semester following high school graduation. The scholarships will be available to the student for four (4) consecutive semesters provided each student maintains a 2.0 G.P.A. for the first semester and a cumulative 3.0 G.P.A. for the second and third semesters. Any student who does not maintain the required G.P.A. and is removed from scholarship, may have the scholarship reinstated by earning the required G.P.A. the following semester.

ACT Scholarships — The ACT Scholarships listed below will be available to any Mississippi resident who enrolls full-time at East Central Community College the fall semester following high school graduation. The ACT Scholarship will be available to the student for four (4) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

ACT Composite (20-23) — A scholarship in the amount of \$100 will be awarded each semester to the eligible student.

ACT Composite (24-26) — A scholarship in the amount of \$300 will be awarded each semester to the eligible student.

ACT Composite (27-30) — A scholarship in the amount of \$500 will be awarded each semester to the eligible student.

ACT Composite (31-36) — A full scholarship (matriculation fee, room and board) will be awarded each semester to the eligible student.

Art Scholarships — The Art Department awards tuition scholarships to two students provided they meet the criteria established by the department.

To be eligible, a student must:

1. declare art as their major,
2. submit a minimum of ten quality works of art in various media such as: pencil, pen and ink, pastel, oil, acrylic or water color, and
3. enroll as a full-time student at East Central

To remain eligible, a recipient must:

1. maintain a 2.0 grade point average with a 3.0 in art, and
2. design various images for the college.

Athletic Scholarships — Baseball, basketball, football, tennis, and women's softball scholarships are awarded by the respective coaches. The athlete must meet the eligibility requirements of East Central Community College, the Mississippi Community and Junior College Association, and the National Junior College Athletic Association. The scholarships are awarded each semester in multiples of 1/10 up to a full for baseball, basketball, and football. Tennis and women's softball scholarships are awarded each semester in multiples of 1/10 up to the amount of the matriculation (tuition) fee.

Band Scholarships — The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition

for marching band, concert band, jazz band, orchestra, and Collegians. Scholarship amounts vary depending upon participation in the various groups.

Cheerleader Scholarships — Cheerleader Scholarships are awarded to eleven students (ten cheerleaders and one mascot) who are selected by a committee. The scholarships are awarded in the following amount each semester: matriculation fee.

Mathematics Contest Scholarship — The Mathematics Department sponsors a Mathematics Contest and Seminar in the spring each year for high school juniors and seniors in the East Central District. The winner of the mathematics contest receives a three hundred dollar (\$300) tuition scholarship when entering East Central in the fall semester.

Music Scholarships — Music scholarships are awarded in the following manner:

Music Major, Ac'cents, and Choir (voice and piano): The Music Department awards tuition scholarships to two students in voice and two students in piano each year provided that they meet the criteria established by the department. Recipients must:

1. declare music as their major
2. audition before the music faculty
3. enroll as full-time students
4. maintain a 2.0 grade point average overall with a 3.0 in music, and
5. perform as members of the Concert Choir.

The Choral Department awards scholarships to students who are selected, through audition, to sing with the Ac'cents, a small vocal ensemble. The amount of each scholarship is \$500 per semester.

Partial-tuition scholarships are also provided for members of the concert choir. These scholarships are awarded by the choral director to full-time students.

Non-Traditional Student Tuition Scholarship for Full-Time Students — The non-traditional student tuition scholarship will be available to any qualified Mississippi resident 23 years of age or older, at the time of initial enrollment, who enrolls full-time at East Central Community College in Decatur. The scholarship will be available to the student for three (3) consecutive semesters following the first twelve semester hours earned as either a part-time or full-time student at East Central. To be eligible, a recipient:

1. Must enroll as a full-time academic or technical student on the Decatur campus;
2. Must have earned all previous college credit as a student at East Central;
3. Must have earned a minimum of 12 semester hours but no more than 21 semester hours of college credit as either a full-time or part-time student at East Central Community College;

4. Must have demonstrated the capacity and a strong desire to obtain college education by maintaining a 3.0 GPA or higher for each previous semester at East Central;
5. Must complete a scholarship application form and submit it to the Dean of Students' Office; and
6. Must show potential for leadership, academic excellence, and high moral standards and good character as documented by two letters of recommendation.

The recipients will be selected by the College Scholarship Committee from students who meet the criteria listed above. Proceeds from the scholarship will be credited to the recipients' account in the Business Office and may be used to pay for tuition only. Any student awarded the non-traditional student scholarship must maintain a B (3.0) average each semester and must remain enrolled as a full-time student to retain the scholarship. (See the College Catalog, Section II: Financial Aid Policies for further requirements.)

Salutatorian Scholarships — A scholarship in the amount of \$200 will be awarded to the salutatorian of each high school in the five-county district who enrolls full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

Valedictorian Scholarships — A scholarship in the amount of \$300 will be awarded to the valedictorian of each high school in the five-county district who enrolls full time at East Central Community College in the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for two (2) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

Vocational-Technical Scholarships — These scholarships are available in the skill areas which are part of programs offered at East Central. The vocational/technical counselor will make the awards to the winners.

To receive an FBLA, VICA, or Outstanding Student Scholarship, the student must enroll full-time at East Central Community College the fall semester following high school graduation.

To receive an FBLA, VICA, or Outstanding Student Scholarship, the student must enroll in the program area for which the scholarship was awarded.

To retain the FBLA, VICA or Outstanding Student Scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average is removed from the scholarship. The

Scholarship will be reinstated if the student earns a B (3.0) average the following semester.

1. A scholarship of \$100.00 per semester for four semesters will be awarded to the Outstanding senior student from each Cluster Area of the six vocational Centers in the East Central Community College District. The recipient will be selected by the Director and teachers at each center in consultation with East Central's Vo-Tech Counselors and Instructors.
2. A scholarship of \$100.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the District VICA competition.
3. A scholarship of \$100.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the District FBLA competition.
4. A scholarship of \$300.00 per semester for four semesters will be awarded to the first place winners in the skill contests from the state high school VICA competition.
5. A scholarship of \$300.00 per semester for four semester will be awarded to the first place winners in the skill contests from the state high school FBLA competition.
6. A full scholarship (matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school VICA competition.
7. A full scholarship (matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school FBLA competition.

Youth Challenge GED Scholarships — The Youth Challenge GED Scholarships were established at East Central Community College effective the fall semester of 1995. Eligible students will receive scholarships equal to one-half the amount of tuition per semester. These scholarships will be available to any Mississippi residents who graduate from the Youth Challenge Program conducted by the Mississippi National Guard at Camp Shelby, Mississippi. The Youth Challenge Program is designed to assist teenage high school dropouts. The program involves six months of intensive physical and mental training designed to instill discipline and to prepare the students to take the GED test. Program sessions are conducted twice a year from January until June and from July until December. The scholarships will be available for eligible students for four consecutive semesters provided each eligible student maintains a 2.5 grade point average each semester he/she is enrolled at East Central. Specific requirements for the scholarship include a passing score on the GED test, successful completion of the Youth Challenge Program, and a favorable recommendation by the director of the Youth Challenge Program.

ENDOWED AND OTHER SPECIAL SCHOLARSHIPS — Endowed and Other Special Scholarships are funded by individual and group donations and are made available to eligible students according to each scholarship's guidelines.

Clayton Blount Scholarship — This scholarship was established in 1988 in honor and appreciation of Coach Clayton Blount by his former students. During his employment at East Central Junior College from the years 1953 through 1970, Coach Blount served in various capacities including physical education teacher, head basketball coach, assistant football coach, head football coach, dean of men, and athletic director. Coach Blount expected much of the students and athletes with whom he worked. He was a father figure and an exceptional disciplinarian. He expected the students and athletes to conduct themselves in a very decent manner at all times and to bring honor to the college that they represented. The rapport he had with his students allowed him to be very demanding of them while still keeping their respect and admiration. Because of his high expectations and discipline, many of the students with whom Clayton Blount was associated are now successful and respected citizens.

The following policies and requirements relate to the administration of this scholarship.

1. All funds contributed will be placed in endowment with only the interest expended each year for the scholarship awards.
2. A recipient will be selected annually by the East Central Community College Scholarship Committee from the pool of applicants.
3. Each recipient must:
 - a. be a graduate of a high school from the five-county area supporting East Central Community College.
 - b. have a high school grade point average of 3.0 or above.
 - c. participate as an athlete in one of the major athletic programs at East Central which includes baseball, basketball, football, softball, and tennis.
 - d. appear on East Central Community College's certification list as a certified athlete for the given year.
 - e. not have been involved in any activity which would bring discredit to the College.
4. The scholarship will be available to the recipient beginning the fall semester following high school graduation. The recipient will receive the scholarship for the first year of attendance at East Central. One-half of the scholarship will be awarded the fall semester and one-half will be awarded the following spring semester. To retain the scholarship for the spring semester the student must earn a 2.5 grade point average on the 4.0 scale during the fall semester.

R. W. Bounds Scholarship — The R. W. Bounds Scholarship was established in 1986 by Mr. Sam Bounds, son of the person for whom the scholarship was named and member of the East Central Community College Board of Trustees. The elder Mr. Bounds was the founder of B and W Feed Service in Lawrence, Mississippi.

This scholarship is awarded to a graduate of Newton High School in the amount of \$100 a year for attendance at East Central Community College. The recipient will be named by the principal and vocational agriculture instructor at Newton High School. The recipient must have excelled as a student in vocational agriculture and must have displayed outstanding interest and involvement in the field of agriculture. An additional factor in the selection process shall be the need of the recipient for financial assistance to attend East Central Community College.

The scholarship will be awarded to the recipient at the annual Newton High School Awards Day Program.

The Paul V. and Voncile H. Breazeale Ministerial Scholarship — Mr. and Mrs. Paul Breazeale, both alumni of East Central Community College, established the Paul V. and Voncile H. Breazeale Trust Fund in 1995. The proceeds from this trust fund provide a scholarship to an incoming, full-time, freshman student who demonstrates financial need and who is enrolled in a curriculum which will prepare the student for a ministry in full-time Christian service. Preference will be given to Baptist students. The East Central Community College Scholarship Committee will make the annual selection from the applicants who have completed the application process and met the general eligibility requirements. To be eligible for the scholarship the student must:

- (1) be a high school graduate as verified by a high school transcript
- (2) be a first-time, entering freshman in the fall semester
- (3) demonstrate financial need on a current federal student financial aid form
- (4) provide letters of recommendation from his/her high school principal, local pastor, and a personal acquaintance.

To retain the scholarship for the four semesters of eligibility, the student must maintain a 2.5 cumulative GPA as a student at East Central Community College and exhibit those characteristics which are expected of one who intends to follow a career in full-time Christian service. Students who wish to apply for the scholarship should contact the financial aid office at East Central Community College for a scholarship application.

The Carthage Bank Scholarship — This scholarship was established in 1992 by The Carthage Bank. The scholarship will be available annually to a selected recipient whose legal residence is in Leake County. This full tuition scholarship will be available for the fall and spring semesters of each recipient's freshman year.

To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation
- (2) must be a legal resident of Leake County
- (3) have demonstrated leadership ability in his/her high school
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

The Citizens Bank of Philadelphia Scholarship — This scholarship was established in 1992 by The Citizens Bank of Philadelphia. The scholarship will be available to a selected recipient from one of the four East Central Community College District counties served by this bank. These counties include Leake, Neshoba, Newton, and Scott. This full tuition scholarship will be available for the fall and spring semesters of each recipient's freshman year.

To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation
- (2) reside in an area served by The Citizens Bank of Philadelphia in the East Community College District
- (3) have demonstrated leadership ability in his/her high school
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

W. R. Covington Scholarship — This scholarship was established in 1983 by Dr. Eddie M. Smith, President of East Central Community College, in recognition of the support and assistance Mr. W. R. Covington of Noxapater, MS, has provided for many students to aid them in attending college and personally for his encouragement and financial support of Dr. Smith when he was a student at East Central Junior College. This scholarship is awarded to a graduate of Noxapater High School in the amount of \$150 for one year for attendance at East Central. One-half of the scholarship will be awarded each semester.

The Nellie Neill Cross Memorial Scholarship — This scholarship was established in memory of the late Nellie Neill Cross by her former students and friends. Mrs. Cross served East Central as a member of the faculty, as manager of the Sullivan Student Center and as a loyal supporter of the College for more than fifty years. The scholarship will be annually awarded to an entering freshman who plans to major in music with an emphasis in voice.

Fred Preston Dallas and Maudie Threatt Dallas Memorial Scholarship — This scholarship was established in 1991 to assist deserving graduates

of Neshoba Central High School who reside in the southeast quarter of Neshoba County (indicated on an available map) to attend East Central Community College. It was established and funded by the children of Mr. and Mrs. Dallas in their memory and in honor of their interest in education. Eleven of Mr. and Mrs. Dallas' eight children attended East Central Junior College.

In the event that an eligible student is not selected from the designated area during a period of five years, then any eligible student living in Neshoba or Newton Counties may be considered. In the event an eligible student is not selected during the following five-year period from these two counties, then any eligible student may be considered from the entire community college district.

Requirements:

1. Available for four consecutive semesters to qualified entering freshmen whose family contributions are from fifty (50) percent to one hundred fifty (150) percent of each student's financial aid budget.
2. The person selected must have high moral standards, good character, and must not be a substance abuser.
3. The recipient must have demonstrated the capacity and a strong desire to obtain a college education.
4. The award will be for students pursuing an academic (university transfer) education only.
5. The scholarship is to be awarded on Awards Day at the appropriate high school.
6. The recipient must show potential for leadership and academic excellence.
7. It is intended that each recipient receive the award for each of four semesters if they make a 3.5 GPA each semester, continue to have a financial need, and have a clear disciplinary record.
8. Funds from this scholarship are to be applied to the educational expenses of the recipients.
9. The recipients are selected by the College Scholarship on academic success and potential, and the contribution to the student education organization.

Opal McMullan Dickerson Memorial Scholarship — This scholarship was established by the Marion McMullan family in memory of their daughter, Opal. It is awarded to a sophomore, who is majoring in elementary education. Selection is made by the student education association advisor and is based on academic success and potential, and the contribution to the student education organization.

The Leon Eubanks Kaljyc-Peers Leadership Award — This scholarship was established in 1994 by Mr. Leon Eubanks who was a faculty member at East Central Junior College from 1934 to December 1943. While an

instructor at East Central, Mr. Eubanks was the faculty sponsor of a campus leadership organization called the Kaljyc-Peers. To honor the leadership philosophy of that organization, Mr. Eubanks stipulated that the interest earned from the invested scholarship corpus be used to fund an annual scholarship to be awarded to the President of the East Central Community College Student Body Association at the annual Awards Day program. The award funds will be disbursed in two equal payments during the year the student serves as the Student Body Association President.

Obe S. Farish Memorial Scholarship — This scholarship was established in 1986 by the family of Obe S. Farish to honor his memory and to assist a worthy student from Noxapater High School who will attend East Central Community College. Mr. Farish was a patron of Noxapater High School for nearly thirty years, having at least one child in school there continuously from 1939 until 1966. Of the five children, three attended East Central Junior College. The scholarship, in the amount of \$300, will be awarded annually at the Noxapater High School Awards Day Program with the money being deposited in the Business Office at East Central Community College, \$150 per semester.

Farm Bureau/East Central Community College Scholarship Program — This scholarship was established in 1995 by Farm Bureau. The student selected for this scholarship will receive \$300 per semester to be applied toward tuition, fees, textbooks, or supplies. The student must maintain full-time status, a 2.0 or better grade point average, and be free of disciplinary action to be re-awarded for the next semester. A student can retain the scholarship for a total of two years (four semesters) for a maximum award of \$1200. These scholarships will not be available during summer semesters. The applicant selected for the Farm Bureau/East Central Community College Scholarship Program will be chosen by the East Central Community College District Scholarship Committee. Information concerning the criteria used to determine the recipient is available in the Dean of Student's office.

Robert G. Fick Memorial Scholarship — This scholarship was established by the family of Robert G. Fick who was a devoted music instructor at East Central Community College from 1951-1978. After his retirement, he continued to work in civic and community activities until his death on July 26, 1990. In addition to receiving a cash award of \$100, each year's recipient will have his/her name inscribed on a loving cup which was purchased by the family. This loving cup will remain on permanent display in the college's trophy case.

The criteria for the scholarship include sophomore standing with no less than 46 cumulative hours earned and a GPA of no less than 2.0. In addition, the recipient must have shown a dedication to the betterment of the music department through untiring work. Financial need and field of study are not criteria for selection.

The Dean of Students working with the scholarship committee will be responsible for selecting the recipients of the scholarship and the East Central Band Director will make the annual presentations.

R. O. and Bertha Hannah Scholarship — This scholarship was established in 1991 by the sons of R. O. and Bertha Hannah to honor their parents for the motivation, assistance, and encouragement they provided their children. Mr. and Mrs. Hannah encouraged their sons to acquire the education each would need to help assure a successful future. All four of the Hannahs' sons attended East Central Junior College.

This scholarship will be awarded annually to an entering freshman from Scott County. Eligible recipients of this scholarship must have the demonstrated potential for successful college study and must be able to demonstrate the need for financial assistance.

The Dean of Students working with the Scholarship Committee will select the recipients annually.

La-Z-Boy Scholarship — This scholarship was established in 1995 by La-Z-Boy South located in Newton, Mississippi. The purpose of this scholarship is to provide financial assistance to qualified students who choose to enroll at East Central Community College. The scholarship will be awarded annually to a minimum of two students. Recipients must be legal Mississippi residents who enroll as full-time students on the Decatur Campus, must be in-district students with preference given to Newton County residents, and must have a cumulative 3.0 G.P.A. on college credit course work or a "B" average on all high school course work.

Frank Edwin and Nena Holt Leatherwood Scholarship — This scholarship was funded by the family and friends of the Leatherwoods in loving memory and honor of these two educators who ignited the spark of learning and encouraged the hopes and dreams of countless students. Mr. Leatherwood was a longtime member of the biology department faculty at East Central Junior College, and Mrs. Leatherwood served for many years as an elementary school teacher in Decatur. The scholarship is awarded each year to a freshman, selected by the science faculty, who will return for the next fall semester. The presentation of the award is made at Awards Day each spring.

The Philadelphia-Neshoba County Arts Council Music, Art, or Drama Scholarship — This scholarship was established in 1996 by the Philadelphia-Neshoba County Arts Council. The purpose of this scholarship is to provide an award of \$200.00 per semester to an appropriately selected sophomore student who has declared music, art, or drama as his/her major.

To be eligible for this scholarship, the student must:

1. Have resided in Neshoba County for at least two years prior to attending East Central Community College,

2. Be of sophomore status,
3. Have maintained a cumulative college GPA of 2.5 or better, and
4. Have demonstrated leadership abilities and have high moral and ethical values.

Recipients must maintain at least a 2.5 GPA to retain this scholarship.

The Music, Art, and Drama Scholarship Committee, composed of an art instructor, a drama instructor, and the director of bands, will annually select the recipients of this scholarship.

The Herman and Mosoura Rigby Memorial Scholarship — This scholarship was established in 1993 by Dr. M. G. Rigby who attended East Central Junior College in 1965 and 1966. Dr. Rigby came to East Central as an out-of-state student to major in education. He went on to complete his BA degree at the University of Southern Mississippi, and his MA and EdS degrees at the University of Mississippi. His parents were of great inspiration to him as he pursued his educational goals. It was in the memory of Dr. Rigby's parents that this scholarship was established. This two-semester scholarship will be awarded annually to an out-of-state entering freshman who demonstrates both the need for financial assistance and an aptitude for success as a student. The amount of each scholarship award will equal fifty-percent of the annual interest earned on the invested scholarship corpus. The remaining fifty percent of the annual interest earned will be added to the corpus. The annual recipients of this scholarship will be selected by the Scholarship Committee from the pool of qualified applicants.

Union Planters Scholarship — This scholarship was established in 1993. Union Planters operates branch offices in Decatur, Union, Philadelphia, Louisville, Forest, and Newton. The scholarship will be available to a selected recipient from one of the four counties served by Union Planters in the East Central Community College District. The value of this fall semester tuition scholarship is equal to the current published matriculation fee for one semester. To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation
- (2) reside in the East Central Community College District
- (3) have demonstrated leadership ability in his/her high school
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

Kinoth and Ella Mae Thornton and Emerson Electric Scholarship — The Kinoth and Ella Mae Thornton and Emerson Electric Company Scholarship was established by Mr. and Mrs. Thornton and Emerson Electric Company in 1991 as a tribute to the college for its many positive contributions to the Thorntons' lives. The contributions by the Thorntons and

Emerson Electric Company totaled \$10,000.00 which was used to establish the endowment for the scholarship.

Interest and dividends and, if required, the sale of shares of stock from the investment will be used to fund scholarships in the amount of \$1,000.00 each to be awarded to cover four semesters of study. Thus, scholarship awards will be made on alternate years unless the full amount of an awarded scholarship is not utilized. The investment endowment shall never fall below \$10,000. To be eligible for this scholarship, the recipients must:

- (1) Reside in one of the five counties served by East Central Community College. Preference shall be given to applicants from Newton and Neshoba Counties.
- (2) Have family contributions on financial aid needs analysis forms that are from fifty (50) percent to one hundred (100) percent of the students' financial aid budgets.
- (3) Have the demonstrated ability to profit from higher education by having achieved acceptable grades in high school and by having participated in community projects or work experience.
- (4) Have high moral and ethical values.
- (5) Project the reasonable probability that they would not attend college if they did not receive assistance from this scholarship fund. If on any year no one applies who substantially meets all of the above qualifications, no award will be made and the fund will accumulate.

The Dean of Students of the College shall be responsible for notifying qualified high school students as to the availability of this scholarship. The College's Scholarship Committee shall screen all applications and make the final selections.

The Lavern Vowell Memorial Scholarship — This scholarship was established in 1993 by Elizabeth, E. L., and David Vowell to honor the memory of their husband and father, Mr. Lavern Vowell, and to assist a worthy student in attending East Central Community College.

The scholarship which will be awarded each year to an entering freshman will cover the cost of tuition for two semesters. Each recipient of this scholarship must be a major in some field of business administration. Each recipient must have a demonstrated need for financial assistance and must have a demonstrated potential for academic success. Preference will be given to applicants for the scholarship who are or have been employed by Triple V, Inc. Applications for this scholarship will be received by the Dean of Students at the College. The College's scholarship committee will be responsible for the final selection of each year's recipient.

General William Patrick Wilson Memorial Scholarship — This scholarship was established by the Class of 1937, family, friends, and associates of General Pat Wilson. It honors his memory as a coach, dormitory supervisor, teacher, and National Guard officer at East Central Junior College from 1933 to 1940, and his long and colorful military career. From his Pre-World War II days when he was affectionately known as Captain Pat to his much decorated combat service in the European Theater of Operations, and his outstanding record as Adjutant General of Mississippi, Pat Wilson was a remarkable leader of men.

It is the expectation of those who fund it that this scholarship will aid college students to develop such leadership qualities as he displayed. It will be administered by the Scholarship Committee of East Central Community College within the restrictions set by the founding Committee which are:

- (1) All funds contributed will be placed in endowment with only the interest expended each year for scholarships.
- (2) Recipients are to be selected annually by the College Scholarship Committee students who have attained sophomore standing, a 3.0 grade point average, and who have a demonstrated need for financial assistance.
- (3) To retain the scholarship for a second semester a student will be required to maintain a minimum of a 2.5 grade point average on the 4.0 system.
- (4) The award each year will be made on Awards Day so that due recognition may be given the recipient.

SECTION II: FINANCIAL AID POLICIES

FEDERAL PROGRAMS — In order to be eligible to receive financial aid at East Central Community College, students are expected to maintain satisfactory progress toward their certificate or degree objective in the academic, technical, or vocational programs. Satisfactory progress for all Title IV aid (Pell Grant, State Student Incentive Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, Stafford Loan, or PLUS/SLS Loans) for the various programs for full-time students is defined below. The required number of hours to be completed will be reduced proportionately for part-time students. At the end of the time frame allowed for the completion of a program, students will not be eligible to receive financial aid regardless of their grade point average or cumulative hours earned.

1. The time frame for the number of hours to be completed and the grade point average required is as follows:

	1	2	3	4	5	6
At the end of this semester student must have accumulated at least this many hours	9	18	28	40	52	64
With at least a cumulative grade point average of	1.0	1.5	1.75	2.0	2.0	2.0

2. A student who does not meet these standards will be placed on financial aid probation for a semester. During the probationary semester, a student will continue to be eligible for financial aid. Upon completion of the probationary semester a student who does not meet the satisfactory progress standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved.
3. A student's entire record at East Central Community College will be evaluated to determine eligibility for financial aid regardless of whether or not the student has received aid for all semesters.
4. Upon enrolling at East Central, a transfer student will be considered to be maintaining satisfactory progress and will therefore be allowed to receive financial aid for one semester without the transfer credits being considered. At the end of that semester the transfer student's entire record, including not only the credits earned at East Central but also the accepted transfer credits from the previous institution, will be evaluated to determine if the student is maintaining satisfactory progress in the program being pursued by the student.
5. Developmental courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.
6. The procedure for determining satisfactory progress as related to incomplete grades, withdrawing from a course, or repeating a course will be the same as those procedures followed by the Admissions and Records Office. Students may obtain additional information about these procedures from the Office of Admissions, Records, and Research or the Financial Aid Office.
7. Students who wish to appeal the decisions and financial aid awards made by the Financial Aid Office should submit a written request for an appeal to the Director of the Financial Aid Office. The written request should include any information relative to the case. The appeal will be reviewed by the Financial Aid Appeals Committee. The student will be notified in writing of the committee's decision.

INSTITUTIONAL PROGRAMS — The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.
2. To retain an ACT, Salutatorian, or Valedictorian scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Section I: Financial Aid Programs for further eligibility requirements.
3. Total financial aid in scholarships from East Central Community College for dormitory and commuter students MAY NOT exceed the published cost of matriculation fee, room, board, and an allowance of \$200 per semester for books.
4. Total financial aid awards for a student which includes Title IV aid (campus-based aid or loans) and institutionally funded aid may not exceed the campus-based budget or the student's need as determined by the need analysis document.

AWARD NOTIFICATION — Students who complete the financial aid application requirements and who provide all required forms by May 1 will be notified regarding their financial aid awards, normally, by the end of July. Students who apply after the May 1st priority deadline will be notified generally 4 to 8 weeks after all required forms have been turned in to the Financial Aid Office. Until the beginning of each semester, award letters will be mailed to the address listed on the student's financial aid application.

After the beginning of each semester, the only students who will receive award letters by mail are those enrolled in evening classes. All other students will be notified through the daily "Student Bulletin" to come to the Financial Aid Office to complete the necessary paperwork.



CHAPTER 4

ACADEMIC POLICIES

REQUIREMENTS FOR ADMISSION

East Central Community College ascribes to the "Open Door" policy and generally admits all students from its district who can profit from the instructional program. Specific policies follow.

ACADEMIC AND TECHNICAL STUDENTS

To be admitted to the full-time academic or technical programs applicants must either

- (1) Present a high school transcript with 19 or more acceptable units or
 - (2) Present a high school equivalency certificate from the State Department of Education or satisfactory scores on the General Education Development Test. Before admission can be granted the following must be in the office of admissions:
 1. A college application on the official form supplied by the college
 2. A transcript of high school and previous college record
 3. Scores on the American College Test (applicants 23 years of age and over are exempt from the ACT requirement except in specialized areas).
 4. A \$50.00 room deposit if the applicant is to reside in a dormitory
- Admission to East Central Community College does not guarantee admission to a specific program of study.

HEALTH RELATED STUDENTS

ASSOCIATE DEGREE NURSING (ADN)

The associate degree nursing program is a two-year program designed primarily for students who reside in the East Central Community College district, to provide educational opportunities for qualified students desiring a career in nursing. The program responds to the expanding health care needs of the district and state. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experiences. Graduates will receive an Associate Degree in Nursing (AS) and will meet the requirements of the State Board of Nursing to apply to write the National Council Licensure Examination for Registered Nurses, but one is not guaranteed permission to write the exam. Prior convictions for misdemeanors and felonies or any drug impairment may be cause for denial.

The East Central Community College associate degree nursing program starts one class each year beginning in the fall semester. Nursing students must meet the same general admission requirements as all applicants to East Central Community College. In addition, they must meet the requirements listed below:

1. In accordance with the admission requirements of the Board of Trustees of State Institutions of Higher Learning, an applicant must have a minimum ACT score of 18 (15 if taken prior to October 1989).
2. Applicants must take the National League of Nursing Pre-Admission RN Exam.
3. Satisfactory completion of English Composition I (ENG 1113), Anatomy & Physiology I (BIO 2514), and Anatomy & Physiology II (BIO 2524). (An applicant may be accepted into the ADN program prior to completing these courses; whereupon these courses must be completed in the summer prior to beginning nursing classes in the fall.) Students who have not received formal notification of admission to the ADN program must meet all the prerequisites established for enrolling in Anatomy and Physiology I. The prerequisite for Anatomy and Physiology I is one of the following: General Biology (BIO 1134 or 1144), General Chemistry I (CHE 1214), Microbiology (BIO 2924), or ACT science score of 21, or Sophomore standing, or admission to a health related program at ECCC.

The freshman class is selected during the spring semester prior to the fall admission period. Selection is based on data received by the March 1, deadline. Because enrollment in the ADN program is limited the selection of those to be admitted is determined by using the following ADN admission procedure which is based on a point system. Therefore, selection is competitive and utilizes the following categories and points:

1. ACT score required (date taken: _____) _____
2. National League of Nursing Pre-Admission RN Exam score _____
3. College GPA for all course work required in Nursing attempted during the past six years (or high school GPA if a recent high school graduate) (1- 4 point scale). Students who have been on academic probation more than one semester or who have repeated more than two failed courses in the courses required for admission to the Associate Degree Nursing program will have ten (10) points subtracted from their admission points. _____
4. Current ECCC student status (2 points) _____

Total points used to accept applicants into the ADN program _____

Applicants will be grouped according to official locations of residence. Preferential consideration regarding admission will be given to in-state applicants who meet the basic qualifications. Next, qualified in-state applicants will be considered if spaces remain for the in-coming class. Finally, qualified out-of-state applicants will be considered for admission if spaces are available. Proof of residency will be based on Mississippi statutory requirements.

The number of students admitted is based on the number of nursing faculty on staff. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or full-time equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one.

The applicant must have the following information on file in the Office of Admissions, Records, and Research and in the ADN office by March 1 of the year of admission:

1. East Central Community College application,
2. ADN program application,
3. ACT score report,
4. Transcripts from *all* colleges previously attended (if applicable),
5. High School transcript or GED score report,
6. National League of Nursing Pre-Admission RN Exam score.

Applicants who have been enrolled in nursing programs at other institutions must have been in good standing at the time they withdrew in order to be considered for admission to the East Central Community College nursing program.

Applications for the fall class will be accepted after the spring semester begins, and all entrance materials must be on file in the Office of Admissions, Records, and Research, and ADN office by March 1. Successful applicants will be notified on or before May 15, by the director of the ADN program.

Upon acceptance into the ADN program the student must provide satisfactory reports from a physician along with a current record of recommended immunizations. Also required are CPR certification and evidence of malpractice insurance coverage. The student will be responsible for purchasing uniforms and lab supplies. (All of the above may be obtained at East Central Community College).

Upon notification of acceptance, a written response must be received from the student within ten days to insure admission into the nursing program.

LICENSED PRACTICAL NURSING (LPN)

To be admitted to the Licensed Practical Nursing Program (LPN) applicants must:

1. Be eighteen (18) years of age or over.
2. Have a minimum of 12th grade education or its equivalent as determined by the General Educational Development Test.
3. Be in good physical and emotional condition as verified by a medical examination and certifying report.*
4. Have acceptable personal qualities as established through a personal interview.
5. Be a citizen of the United States or have pending citizenship.
6. Applicants must have a minimum ACT score of 12 or enhanced ACT score of 16, or equivalent TABE (Level D, Form 5) composite score of 12 in English, mathematics and reading.
7. Applicants must take the NLN Pre-Admission Examination - PN and have a minimum score of 40 percentile.
8. Applicants shall be selected for an interview by the Licensed Practical Nurse Admissions Committee based upon the applicants' scores on the standardized tests listed in item 6 and 7.
9. Be recommended for admission by the Licensed Practical Nurse Admissions Committee.

*The East Central Community College health form must be completed by all students initially accepted into the program. Final acceptance of students into the program will not be granted until the medical examination and certifying report is on file.

MEDICAL OFFICE TECHNOLOGY (BOMT)

To be admitted to the Medical Office Technology Program (BOMT) applicants must meet the admission requirements for Academic and Technical students listed previously.

SURGICAL TECHNOLOGY (SUT)

To be admitted to the Surgical Technology Program applicants must meet the following criteria:

1. The applicant must be of legal working age (18) before program completion.
2. The applicant must have a 12th grade education as demonstrated by a high school diploma or its equivalent as demonstrated by the General Educational Development Test.

3. *The applicant must be in good physical condition as verified by medical examination and certifying report. (National Certification Requirement)
4. The applicant must have a minimum enhanced ACT score of 18 or equivalent TABE (Level D, Form 5) composite score of 12.
5. The applicant must be a citizen of the United States or have pending citizenship.
6. The applicant must have acceptable personal qualities as established through a personal interview.
7. Applicants shall be selected for interviews by the Surgical Technology Committee based on the educational qualifications listed in item 2 and the applicants' scores on the standardized tests listed in item 4.
8. The applicant must be recommended for admission by the Surgical Technology Admissions Committee.
9. Admissions priority will be given in the following order: (1) district applicants, i.e., legal residents of Leake, Neshoba, Newton, Scott, or Winston counties, (2) out-of-district applicants, and (3) out-of-state applicants.
10. Must have CPR-C certification.

*Initial acceptance into the Surgical Technology program must be granted prior to the submission of a medical examination certifying report. Final acceptance into the program will not be granted until an acceptable medical examination certifying report is on file.

TRANSFER STUDENTS

Students desiring to attend East Central Community College after having attended another college must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory standing may be accepted on probation if individual cases indicate a reasonable chance of success in the program selected.

VOCATIONAL STUDENTS

To be admitted to a full-time vocational program an applicant must:

1. Be of legal working age (18) before program completion
2. Have on file in the admissions office, an official application and a transcript of the last school attended
3. Make an additional deposit if the program requires it (cosmetology requires \$50.00 partial tuition payment)
4. Make a \$50.00 room deposit if planning to stay in dormitory

PART-TIME STUDENTS

Academic or technical students who may not meet the above admission requirements may be provisionally admitted as part-time students. Any deficiencies must be removed before the student either enrolls full-time or accumulates 30 semester hours credit.

CONTINUING EDUCATION UNITS

Non-credit activities organized to provide unified and systematic instruction will be measured in continuing education units (CEUs). One CEU is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction and qualified instruction."

Note: No transcript, certificate, test scores, photo, or anything in addition to a completed application is required. A personal check covering the cost of the course with course identification on it will hold a place in any class until the first class meeting at which time the application can be completed.

ENGLISH AND MATHEMATICS PLACEMENT

Placement in mathematics and English courses will be based upon (1) ACT scores in the subject areas (2) high school grades (3) assessments made at orientation.

Competency in the areas of English and mathematics will be determined based upon skills demonstrated in the combined criteria enumerated above.

Any student enrolled for nine or more credit hours must enroll in the appropriate English course sequence, Developmental I, II, Composition I, or II, during the earliest consecutive semesters of such enrollment. Withdrawal from these courses will not be allowed until the last week for class withdrawals during the semester.

ACT WAIVER FOR ADULTS

Students who have been out of high school for five or more years or those who are 23 years of age or older will have the ACT requirement waived.

EARLY ENROLLMENT PROGRAM

East Central Community College has an early enrollment program for high school students. Students may enroll as early as the summer following the eleventh grade and take courses other than English Composition for college credit.

Students must meet the following five requirements for early admission:

- (1) Have completed junior year in high school
- (2) Have a B average on all high school work
- (3) Have a composite score of 22 on the ACT
- (4) Complete application for admission

BENEFITS FOR VETERANS

East Central Community College is an approved institution for providing education training for veterans. The Director of Admissions, Records and Research serves as Veterans Advisor and offers assistance in handling matters pertaining to veterans at the college.

SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Director of Admissions, Records, and Research.

Admission of Foreign Students

Foreign students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of postsecondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, satisfactory scores on the East Central Community College placement tests, and proof of financial responsibility.

Applicants, both freshmen and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL) and must have a score on the ACT.

The following materials must be in the Office of Admissions and Records at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission form.
2. A certified copy of all high school and/or college transcripts of previous credits earned.
3. A copy of Form I-20.

1. Foreign students will be assessed fees in the amount of \$1,400.00 per semester payable at registration in addition to the regular tuition and fees paid by all other out-of-state students.
2. Dormitory facilities will be available each semester only after in-district and in-state students have been housed.

NATIONAL GUARD, VETERANS PREVIOUS EDUCATION, SERVICE MEMBERS OPPORTUNITY COLLEGES; EVALUATION, CREDIT, AND TRANSFER

The College maintains a written record of the previous education and training of each veteran enrolled and appropriate credit is given. When the training period has been shortened proportionately as a result of previous education and training, the veteran or eligible person and the VA are so notified.

East Central Community College is a participant in the Mississippi National Guard Higher Education Program. Credit earned in the armed forces is evaluated by a state office based upon the recommendations of the American Council on Education. The College is also a member of Service-members Opportunity Colleges (SOC).

No credit is granted by East Central Community College on the General Education Development Test. No credit is established by the college for experiential learning but credit is accepted when transcribed by another accredited college.

EAST CENTRAL COMMUNITY COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253 [D]

1. EXAMINATION OF RECORDS:

The college records and accounts pertaining to veterans and eligible persons are readily identifiable and available for examination by authorized representatives of the Government.

2. ENTRANCE REQUIREMENTS:

Proof that entrance requirements to East Central Community College have been met prior to enrollment are a part of the veteran's and eligible person's permanent record. They also include the grade in each subject per semester, record of withdrawals, and the number of absences from any subject. These records are maintained in the Office of the Director of Admissions, Records, and Research.

3. PREVIOUS EDUCATION AND TRAINING RECORDS:

The school maintains permanent records showing previous education and training. Enrollment certificates submitted to VA reflect proper credit for previous education and training according to the policies of the College.

4. PROGRESS RECORDS:

In the academic and technical program, the school records show grades of A, B, C, D, F, W, I (incomplete - grade which is temporary and is changed to a grade of A, B, C, D, or F on completion and is used in the overall grade point average of the student). The State Veterans Affairs Approving Agency requires that grades of I be considered as F's in computing grade point averages. This procedure is followed in all reports to the Veterans Administration concerning the student's status. Course changing is not allowed after the first two weeks of classes. Any time a student quits a course without officially withdrawing, a final grade of "F" will be recorded. The VA will be promptly notified when a veteran or other eligible person drawing VA benefits changes his course load. Veterans who are attending East Central Community College in the Academic and Technical programs must pass a certain number of hours each semester, the same as regular students, to remain in good standing. Students must pass nine semester hours and earn 18 quality points to remain in good standing. Quality points are assigned per semester hour the following way: A—4 quality points; B—3 quality points; C—2 quality points; D—1 quality point; and F—0 quality points. For the Veterans and other eligible persons, East Central Community College will apply the probation and suspension policies as listed in this catalog.

5. ATTENDANCE RECORDS:

East Central Community College maintains schedule cards and permanent record cards. Absences are kept on the student's schedule card. The last date of attendance is also reflected on this card when one drops a course. The number of absences in any particular course is placed on the final Grade Report and also in the teacher's grade book which is turned in at the end of the term, filed for records, and is available in the office of the Director of Admissions, Records, and Research. An individual is allowed absences per semester equal to twice the times a class meets per week in addition to any official absences representing the college. This policy is given in detail elsewhere in this publication.

SOPHOMORE STATUS

Before a student can be classified as a sophomore, he/she must have earned a minimum of 28 semester hours or its equivalent from an approved college.

TESTING SERVICE

East Central Community College is a fully participating institution in the American College Testing Program and administers the test on all annually scheduled testing dates. The ACT test is also administered on a regular basis.

East Central also administers and utilizes the Test of Adult Basic Education (TABE) in its VIDS program and adult basic education program. Further, the General Educational Development Test (GED) is administered on a monthly basis.

SCHOOL TERMS AND PERIODS

East Central operates on the semester system. There are two regular semesters which begin in August and in January. There is an eight (8) week summer session divided into two four-week terms. Some three-week courses are also offered in summers.

Lecture periods meet a minimum of 50 minutes. Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester.

Classes are also offered off-campus at various locations throughout the five county district.

RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

East Central Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded to students under this act:

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions, Records, and Research. Request for access to records concerning test scores administered by East Central Community College counselors, financial aid, and other personal data should be filed with the Dean of Students.
3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading or inappropriate. If a student wishes to

challenge the contents, the Director of Admissions, Records, and Research or Dean of Students will provide a written copy of procedures to be followed.

- Before any school records will be released to third parties (other potential employers, etc.) who have requested copies of school records, the school must have the students' written consent.
- Upon receipt of a subpoena or judicial order requiring the Director of Admissions, Records, and Research and/or Dean of Students to supply a student's records, the requested action will be taken.
- Whenever a student seeks to enroll in another institution outside this district, the student must approve transfer of the record.
- The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Director of Admissions, Records, and Research.

GRADING SYSTEM

- A — 92-100 Excellent
- B — 83-91 Good
- C — 74-82 Average
- D — 65-73 Poor
- F — Failure
- W — Withdrawal
- R — Registered for audit
- I — Incomplete, but can be made up

A progress report is made to all day students at Mid-Term of each semester.

HONORS AND QUALITY POINTS

HONORS — Special recognition is given those students doing outstanding work in their academic subjects at the end of each grading period and at graduation. The honors are based on quality point averages.

HONORS	Required Quality Point Average
President's List	4.00
Dean's List	3.50
Honorable Mention	3.00

QUALITY POINTS — Quality points are based on the grade and number of hours credit for each course and are computed as follows:

GRADES	Quality Points
A	4 for each semester hour
B	3 for each semester hour
C	2 for each semester hour
D	1 for each semester hour
F	0 for each semester hour

The last grade in each course attempted will be counted for quality point purposes.

HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide enriched educational experiences for the academically talented students. Specially designed honors classes are offered to stimulate the honor student's spirit of inquiry and to provide opportunities for more in-depth study in several subject areas.

An Honors Council chaired by the Director of the Honors Program has been established. It is the responsibility of the council to coordinate the honors courses and to promote an atmosphere of intellectual stimulation and camaraderie among the academically talented students.

The Honors Program provides students the opportunity for independent projects and research, for greater intellectual challenge, and for association with others of similar abilities and interest.

HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program a student should have a superior ACT score, a superior grade point average, and an invitation from the honors faculty. Courses are scheduled so that a student may participate in all seven courses or in any combination of courses. Courses offered include: Honors Composition I, Honors Composition II, Honors American Government, Honors American History I, Honors American History II, Honors English Literature I, and Honors English Literature II.

Students with scores of 25 or above on English and standard composite sections of the ACT or a "2" Advanced Placement English are given advanced standing in English 1213 if they elect to participate in Honors English.

ADVANCED PLACEMENT/CREDIT BY EXAMINATION

East Central has two provisions for granting credit by advanced placement of students and one provision for granting credit by examination.

Provisions for Advanced Placement in Vocational-Technical Instruction

East Central Community College will grant credit for selected courses in certain Applied Science and Certificate programs under the following conditions:

1. Applicant for credit meets all college admissions requirements and is a registered full-time student in good standing in one of ECCC's vocational-technical or certificate programs, and
2. Applicant has maintained at least a "B" average in the high school course for which articulated credit is requested, and
3. Applicant has on file a written recommendation from the high school instructor and vocational director, and
4. Applicant has successfully completed two units in high school in the approved area with an A or B average, or applicant has passed a competency exam with a grade of "85" or higher, and
5. College credit will be held in escrow until the student has completed the prescribed courses in a specific program. The credit will be included on the student's official college transcript with the designation of "satisfactory" and counted toward the appropriate degree or certificate. (Following provisions of the Southern Association of Colleges and Schools, these courses will be identified as advanced standing in the articulated area and identified on the college transcript as such.)

Each articulation agreement will be updated annually.

It is understood that should a student intending to receive credit under this agreement fail to make satisfactory progress in the next higher sequential course, the student may transfer back to the beginning level course.

It is further understood that a high school graduate may exercise this privilege no later than the beginning of the third year following graduation.

THERE WILL BE NO CHARGE FOR ADVANCED STANDING CREDIT.

Advanced Placement Examination

Students who make a three (3) or higher on the Advanced Placement (AP) tests will be given credit for the course at East Central. Academic credit established through the AP will not carry a letter grade and will not be included in calculating the quality point average.

College Level Examination Program (CLEP)

East Central Community College awards academic credit through the College Level Examination Program (CLEP) on subject Examinations to students who are enrolled at East Central who make a scaled score of 50

or above. The College will also accept transfer academic credit from other colleges on either the General or Subject Examinations.

East Central is not a testing center for the CLEP. Academic credit established through the CLEP will not carry a letter grade and will not be included in calculating the quality point average. The maximum credit earned at East Central through the CLEP is six (6) semester hours.

ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be suspended for one regular semester. If the suspension occurs at the conclusion of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.

COURSE CHANGE

A fee of \$5 is assessed for a change in schedule after the date a student's schedule is completed and accepted.

CHANGING PROGRAM

A student should discuss any proposed changes in his program with his/her advisor. No full-time student will be permitted to register in a new course after the second week of any regular semester.

PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the College has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

1. Official absences are those incurred when students miss class while officially representing the college. The college sponsor of the group supplies a list to the Director of Admissions, Records, and Research's Office in advance, and instructors are notified from the office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed.
2. Unofficial absences occur when students who are not representing the college miss class. Total unofficial absences per class may not exceed three for a class that meets once per week, four for a class that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week or ten for a class meeting five times per week. Tardies which equal the number of times the class meets per week will constitute an unofficial absence. (Exception: For classes which meet once per week, three tardies will constitute an unofficial absence.) If a student exceeds these numbers of absences he/she will be cut out of class and will receive an "F" for the course.
3. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. Approval will not be granted unless the student presents a valid reason for having been absent.
4. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class and receiving an "F" for the course. Within three (3) days of the notice of being cut out of the class(es), the student should submit to the Dean of Students a written letter of appeal giving all reasons for the appeal. The student will meet with the Absentee Appeals Committee. This committee will include the Dean of Students, the student's instructor, the academic or vocational counselor (depending on classification of student), an administrator-at-large, an instructor-at-large, and the Student Body Association President. A majority vote will be necessary for the student to be reinstated in class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. Any student requesting it may appeal the decision of the President to the Board of Trustees. Such appeals must be made within 24 hours after the President's decision is rendered and must be in writing with all reasons for the appeal given. Appeals to the Board shall be made through the President. The last step in the appeals process will be the hearing before

the Board. All appeals to the Board shall be heard in regularly scheduled meetings of the Board.

DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time with proper approval. There is no charge for dropping a course.

Unofficial withdrawal from a course at any time during the semester will result in a grade of F. No student can drop a course within five class days prior to examination.

INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must have in writing, an approval by the Director of Admissions, Records, and Research before the student can complete this course work.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester the student is in school, or a grade of "F" will be recorded by the Director of Admissions, Records, and Research. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has at least a B average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

PRE-REGISTRATION TESTS

The American College Test will be administered to all academic students under age 23 who have not previously taken it. The results will be used in classification. In addition assessment tests are given in English and Mathematics. Students will be placed in these courses based on three criteria: (1) ACT scores (2) Local assessment (3) High school grades.

ORIENTATION

All students entering East Central Community College for the first time are expected to participate in the orientation program. The program is

designed to acquaint new students with rules and regulations of the college, registration procedures, and college curricula. During this time standardized testing is done, and students are assigned to faculty advisors who help them in proper course selection. School publications are reviewed, and handbooks are distributed and discussed. Orientation is held on each advance registration date in the summer and on the first two days of each regular semester.

MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work are considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 20 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Dean of Instruction. A full-time vocational student cannot enroll in a daytime academic course for credit.

WITHDRAWAL FROM SCHOOL

Any student who leaves the college, except for temporary absence, must secure a withdrawal permit in duplicate from the Academic or Vocational Counselor's office, where he will be instructed as to the proper procedure. This permit, when completed, must be filed with the Director of Admissions, Records and Research and Business Manager of the college. Administrative withdrawal may be processed by the Dean of Students or Director of Admissions, Records, and Research.

TRANSFER CREDITS

All credit transferred from accredited institutions is reproduced on the permanent records of East Central Community College. This action is evidence that the credits are considered valid. Only those courses that average C or better will be applied toward graduation when the transferred average is less than C.

No credit will be accepted by East Central Community College from a college that does not hold either regional accreditation or candidacy status with a regional accrediting body.

GRADUATION

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE DEAN OF INSTRUCTION BY THE ANNOUNCED DEADLINE DATE

REQUIREMENTS FOR DEGREES

East Central Community College grants three associate degrees—the Associate in Arts, the Associate in Science, and the Associate in Applied Science. Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Dean of Instruction in order to meet senior college requirements. A student may transfer back from senior college a maximum of six semester hours to complete graduation requirements at East Central Community College.

i. To graduate from the college with the degree of Associate in Arts a student must:

- (1) Earn a minimum of 64 semester hours of credit to include: the 33 semester hours listed in the Academic Core Curriculum, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled only the last grade recorded will count for quality point purposes);
- (3) Complete a minimum of fifteen semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

ii. To graduate from the college with the degree of Associate in Science a student must:

- (1) Earn a minimum of 64 semester hours of credit to include: the 33 semester hours listed in the Academic Core Curriculum, fourteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc);
- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the last grade recorded will count for quality point purposes);
- (3) Complete a minimum of fifteen semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

iii. To graduate from the college with the degree of Associate in Applied Science a student must:

- (1) Earn a minimum of 64 semester hours of credit to include the 18 semester hours listed in the Technical Core Curriculum, all

technical courses in the specified program of study as listed in Chapter 5, "Program of Study" in the *College Catalog*, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.); and enough approved non-technical courses to complete 64 semester hours;

- (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes);
 - (3) Complete a minimum of fifteen semester hours at East Central Community College;
 - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.
- IV. To graduate from the college with the degree of Associate Degree Nursing a student must:
- (1) Earn a minimum of 67 semester hours of credit to include all courses in the curriculum guide, Chapter 5, but not more than four hours of activity courses (Physical Education, band, choir, varsity sports, etc);
 - (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes);
 - (3) Complete a minimum of fifteen semester hours at East Central Community College; and
 - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, and eighteen months, certificates.

To graduate from the college with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.
- (3) Practical nurse students and surgical technology students must maintain a grade of 80 on each course to earn a certificate.

GRADUATION FEE

A \$30.00 graduation fee is charged all students who are tentatively accepted for graduation

TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Community College upon written request one transcript of his or her credits earned here. If a request for a transcript occurs during the period a student is attending the college, a charge of \$1.00 is made. All other transcripts are \$2.00 each. Correspondence pertaining to this service should be addressed to the Director of Admissions, Records, and Research of the college. The college reserves the right to protect the student's records from outside agencies.

HEALTH SERVICES

Medical services are available to students. The campus nurse provides routine medical care and simple medication. Students who need more specialized care must visit their family physician.

Clinics in Decatur and hospitals in Newton and Union provide emergency medical care for students.

A student health form is required as a part of the regular admission procedures of the college.

COUNSELING AND GUIDANCE

East Central Community College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, vocational, and personal questions, especially as they involve their college life.

The Dean of Students has overall supervision and coordination of guidance, counseling, extra-curricular activities, and religious development. In addition, a full-time academic counselor, a full-time vocational counselor, and a full-time special populations counselor are employed by the College. Also, faculty members serve as academic advisors in their particular area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the Advisors. Frequently meetings are held, and the students are urged to keep constantly in touch with their Advisor on matters pertaining to their educational or vocational careers. By careful planning, the students can find and pursue the course of study that will

be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Dean of Students or one of the professionally qualified guidance counselors. Students with disabilities should contact the special populations counselor for possible accommodations.

FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus.

STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$3.00. The card will be used as an activity card during regular school session. Failure to show or surrender the identification card when requested by any East Central Community College official will result in disciplinary action. Replacement of card due to loss will cost \$5.00.

UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which the rules and regulations governing student conduct are listed in detail. Violations which could result in suspension from college will require that the student appear before the Discipline Committee, while violations which are not cause for suspension will be handled by the appropriate authorities.

ADULT AND CONTINUING EDUCATION PROGRAM

The Adult and Continuing Education Program meets the needs of an increasing number of adult and nontraditional students who wish to earn a degree on a part-time basis, prepare for job advancement or career change, or improve quality of life through personal enrichment and enhancement of knowledge in a specialized field of study. Classes are taught at the Decatur campus of East Central Community College and at several off-campus locations throughout the five county district.

Present off-campus sites include Carthage, Forest, Louisville, Morton Philadelphia Vocational/Technical Centers and the Choctaw Indian Reservation near Philadelphia. Credit Classes may be arranged on-site for business or industry, school districts, medical facilities, government agencies, or in any location where specific educational needs exist.

ADULT BASIC EDUCATION PROGRAM

East Central Community College teaches adult basic education classes in Leake, Neshoba, Newton, Scott, and Winston counties. Classes are available to the general public in literacy training and GED preparation. Adult basic education classes are free. Class locations include Forest, Morton, Decatur, Carthage, Thomastown, Louisville, Philadelphia, and Union.

GED testing is offered at East Central Community College, and the Vocational-Technical Centers at Carthage, Forest, Louisville, and Philadelphia. There is a fee for the five-part GED test. The GED diploma is recognized as the equivalent to the high school diploma.

PALS LABORATORY

Adult Basic Education classes utilizing the PALS Laboratory, a computerized learning system by the IBM Corporation, are taught on the Decatur campus. The PALS Laboratory provides an excellent opportunity for adult students to improve their reading and writing skills while using the computer. Students typically are able to advance several grade levels in one year in this program. Day and evening classes are available.

CHILDCARE LABORATORY

The East Central Child Development Technology program operates a licensed, on-site childcare center for the laboratory training of students majoring in the field. The center operates during the fall and spring semesters. It is opened to ECCC employees and students on a first come basis. There is a minimum fee. The facility is located on 10th street.

FACILITY ARRANGEMENTS

Facility arrangements are available to professional, fraternal, governmental, or other associations that may require this space and service for seminars, workshops, and annual meetings. Coordinators are available to assist with every detail in the organization and implementation of a successful meeting from banquet arrangements to on-site registration. A calendar of events is maintained in the office of Adult and Continuing Education listing all activities by college and outside agencies.

CONFERENCES, WORKSHOPS, TRAINING PROGRAMS

Conferences, workshops, and training programs assist in solving special problems encountered by businesses, industries, and government agencies. Programs may be offered on-site at the client's facility or at East Central Community College. CEU (Continuing Education Units) credit is available if requested.

CAMPS AND CLINICS

A wide variety of camps and clinics are conducted annually to serve youth during the summer months. The choices include baseball, basketball, and cheerleading camps with short courses in foreign language, computer science, math, and art offered through Kid's College. Participants are given the opportunity to explore various fields and to further develop sports or academic skills under the supervision of qualified instructors in a college setting. The philosophy of each particular camp, whether sports or academic, emphasizes a well-balanced, enjoyable learning experience.

TRAVEL PROGRAMS

Travel programs are offered periodically to provide educational and personal enrichment. College faculty have served as directors for trips to such destinations as England, France, Switzerland, Austria, Germany, Australia, and New Zealand. College credit may be earned.

EXTENSION CENTER

Classes may be organized which give credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.

SKILL/TECH ONE-STOP CAREER CENTER

The mission of the Skill/Tech One-Stop Career center is to provide business and industry the education, training, placement, assessment, and consultation to improve the quality of the Workforce in East Central Community College's five county district.

Specific classes are designed, curriculums developed and instructors provided to businesses and industries as needed in technical skill training, basic skills enhancement and Adult Basic Education.

The Small Business Development Center offers workshops throughout the district at locations convenient to the small business community. The topics of these programs are designed to address many aspects of operating and maintaining a small business profitably. Topics may include:

- *Starting a small business
- *Customer service
- *Marketing
- *Financial management
- *Developing a business plan

WORK-BASED LEARNING

The Work-Based Learning program creates an opportunity for technology students which combines school-based education/training on the East Central Community College campus with structured, parallel work-site experience in local businesses and industries. The program's objectives are to better equip students for employment in technical careers and effectively manage the quality of technology education.

Placed in a work environment which compliments classroom instruction, the Work-Based Learning student masters skills and competencies which have been outlined by participating businesses and industries. In so doing, the Work-Based Learning participant earns competitive wages while learning from skilled professionals.

Work-Based Learning students enter the workforce equipped with employability skills as well as an educational background which enhance future career options. Students receive academic credit, transcript recognition for work site experience and an Occupational Proficiency Certificate.

TECH PREP

East Central Community College, in conjunction with the Mississippi State Department of Education and a consortium formed by local secondary schools, has developed and implemented the Technical Preparation Education Program. The Tech Prep initiative is a response to the challenges that students of today will face in the 21st century. In Mississippi, as in every other state in the nation, the success of new and expanding businesses depend on a technically sophisticated workforce. Tech Prep integrates college prep course work with vocational and technical applications. This planned sequence of courses begins in junior high school and is articulated to the community college, leading to an associate of applied science degree. Students can also pursue a four-year baccalaureate degree, if so desired. A comprehensive career and guidance program is a major component of Tech Prep to ensure each student is provided with appropriate educational opportunities.

DUE PROCESS PROCEDURES FOR STUDENT GRIEVANCES

Grievances by an East Central Community College student arising from compliance with the provisions of Title VI of the Civil Rights Act of 1964 and its Amendments, Part H of the Higher Education Act of 1965 and its Amendments, Title IX of the Higher Education Act of 1965 and its Amendments, Section 504 of the Rehabilitation Act of 1973 and its Amendments, and the Americans With Disabilities Act of 1990 and its

Amendments should first be presented to the Dean of Students. The grievance should be written and should be delivered either in person or by mail to The Dean of Students, East Central Community College, P.O. Box 129, Decatur, MS 39327; telephone (601) 635-2111.

Upon receipt of a grievance under the provisions of this policy, the Dean of Students will schedule a hearing before a student-faculty committee within ten (10) days. This committee will be composed of the Dean of Students, the President of the SBA, the Academic or Vocational Counselor as appropriate, an academic, technical, or vocational member of the faculty as appropriate, and a student-at-large.

The committee and the grievant may call such witnesses as may be required to investigate the grievance. Further, the grievant may have an advisor present during the hearing. However, the advisor may only consult with the grievant and not speak for the grievant.

If the results and/or procedure of the student-faculty committee hearing are deemed unsatisfactory by the grievant, the grievant may appeal in writing within three (3) days to the President of the College who will schedule a hearing within (10) days of the appeal.

If the results of the appeal to the President are deemed unsatisfactory by the grievant, the grievant may appeal to the Board of Trustees of the College at the next regular meeting of the Board provided ten (10) days notice has been given to the President so that the hearing can be scheduled on the Board's agenda. Such appeals must be made in writing and delivered to the President within 24 hours after the hearing before the President.

The above four (4) steps would exhaust full recourse available at the College.

Records of grievances filed under this policy shall be maintained in the Dean of Students' office as stated in policy 5.5.2.23.

Student Complaints

Any student who wishes to make a complaint to East Central Community College about a college program, a service of the college, an employee of the college, or any other aspect of the college should follow the procedures provided in this policy.

The student should first discuss the problem with the faculty member, staff member, or administrator involved prior to initiating formal complaint procedures under this policy. If informal efforts are not productive or appropriate in resolving the complaint, the student should follow the procedures enumerated herein.

Students who wish to complain about academic or non-academic matters should contact the Dean of Students. The complaint must be in

writing and either be hand delivered or mailed to the Dean of Students, East Central Community College, P.O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111.

All complaints will be handled by the Dean of Students or referred to the appropriate college official for response. College personnel who are not directly involved in the alleged problem will review the facts and make the final determination regarding the complaint. Students have the right to use the due process procedures contained in policy 5.5.2.23.1. No adverse action will be taken against a student filing a complaint under the provisions of this policy solely on the basis of the complaint filed.

East Central Community College shall maintain comprehensive records of all complaints received for a period of five years. The records shall contain aggregate data on complaints and specific data on each complaint. Documentation required to support this policy shall be maintained in the Dean of Students' office and will contain the following:

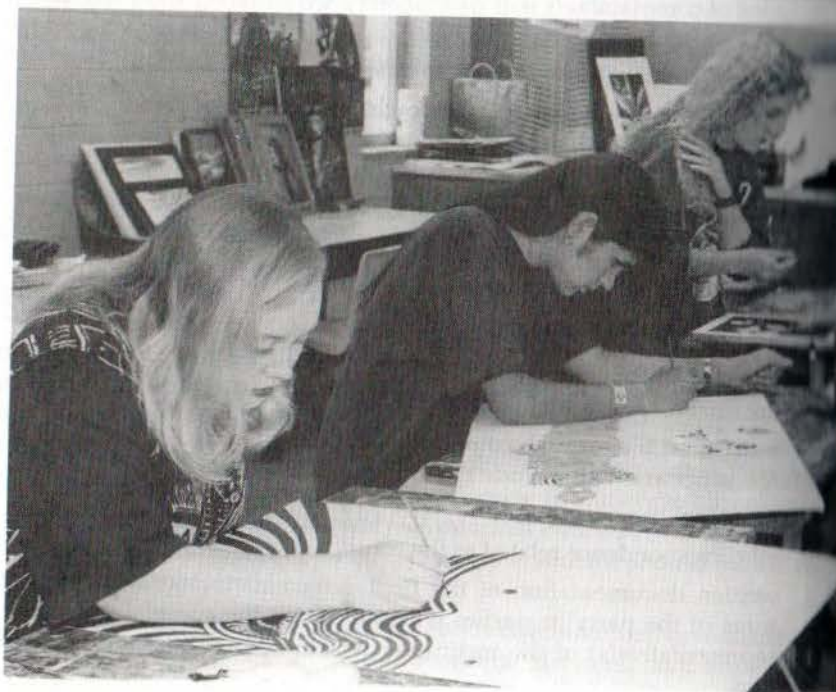
1. the *Student Handbook*, the *College Catalog*, and the *Policy and Procedures Manual*;
2. all letters of complaint and/or appeal;
3. written determinations of complaints;
4. all materials related to complaint processing and determination; and
5. a log of complaints.

A log of all complaints will include the following information and will be maintained in the Dean of Students office.

1. a complaint number assigned to each complaint preceded by the last two digits of the calendar year in which the complaint was filed, e.g., 94-001;
2. the date of receipt of the complaint;
3. the name and address of the complainant;
4. the name of the individual(s) assigned to handle the complaint;
5. the dates of response to the complaint;
6. the date of resolution; and
7. the final disposition of the complaint.

An individual file for each complaint will be maintained in the Dean of Students' office and will include the following information.

1. the initial complaint;
2. all correspondence related to the complaint; and
3. written documentation of the final determination with the signatures of the party or parties who submitted the complaint and the representative(s) of the institution who made the final determination.



CHAPTER 5 PROGRAMS OF STUDY

ACADEMIC PROGRAMS

Suggested programs of study in many fields of interest have been established with recommended courses for each semester. Students should note that these outlines are suggestions, not requirements. Requirements for degrees and certificates are listed in Chapter Four.

The East Central Community College transfer programs are designed for the student who wishes to complete two years of college work and continue toward a Baccalaureate degree at a senior college. These suggested programs of study have been set up with extreme care; however, students should consult with advisors and the university or college catalog of their choice to ensure that the right courses are taken.

In 1991, the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges approved an articulation agreement which provides for the transfer of academic credit in 161 majors available at the eight senior institutions in Mississippi. This agreement is a safety net for students who plan to transfer. East Central has utilized this agreement in developing programs of study. A student who follows the prescribed course of study in this catalog with the assistance of their advisor and the catalog of the college to which they plan to transfer should experience no difficulty with the acceptance of East Central credit.

The course sequences listed in this catalog do not represent the only majors available to students. East Central Community College can offer course work in all of the majors listed in the Articulation Agreement. Majors included on the following pages are those most frequently pursued by students at East Central Community College. Students interested in majors not specified in this catalog may request a copy of the major from the Articulation Agreement or follow the catalog of the four-year institution to which they will transfer upon completion of course work at East Central Community College.

BASIC COLLEGE CORE CURRICULUM

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have

their own requirements, and students should consult the latest catalog of the institution to which they plan to transfer.

The following East Central Community College core curriculum contains the core curriculum which is required by all universities under the State Board of Trustees, Institutions of Higher Learning, which was implemented during the fall of 1984 and the core curriculum is incorporated in all transfer programs of study as outlined in this chapter.

English Composition	6 semester hours
Laboratory Science	6 semester hours
Humanities & Fine Arts	9 semester hours
Social/Behavioral Science	3 semester hours
College Algebra or Higher Mathematics	3 semester hours
Oral Communication	3 semester hours
Computer Science	*3 semester hours
Total	33 semester hours

*or demonstrated competence

This 33 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees — the Associate in Arts and the Associate in Science. (See requirements for degrees section of chapter four — Academic Policies.)

AGRICULTURE (AGRI)

Advisor: Mr. Lee

The combination of courses in this curriculum is offered for students who are planning to be professional agriculture workers. Upon successfully completing the agriculture program of study, graduates should be able to enter the junior year of agriculture at a four-year institution.

FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition ... 3	ENG 1123	English Composition ... 3
CHE 1214	General Chemistry 4	CHE 1224	General Chemistry 4
HIS 2213	American History 3		*Approved Elective 9
MAT 1313	College Algebra 3		
BIO 1134	General Biology 4		
	<hr/>		<hr/>
	17		16

SOPHOMORE YEAR

First Semester		Second Semester	
ENG 1113	Amer. Nat. Government 3	SPT 1113	Oral Communication ... 3
ENG 2414	Zoology 4		Fine Arts Elective 3
ENG 2113	Principles of Ec. 3	CSC 1113	Intro. to Computer Concepts 3
	Approved Electives 6		*Approved Electives ... 6
	<hr/>		<hr/>
	16		15

Approved by curriculum advisor for specific transfer requirements

ART (ARTC)

Advisor: Mr. Guraedy

Upon successfully completing the art program of study, graduates should be able to attend a four year institution with a junior level of standing and pursue serious art related fields, e.g., Commercial Art, Illustration, Art Education, Computer Graphics, Art History, Interior Design, Architecture, Freelance Art, etc.

FRESHMAN YEAR

First Semester		Second Semester	
ART 1413	Design I 3	ART 1423	Design II 3
ART 1313	Drawing I 3	ART 1323	Drawing II 3
ART 1113	Art Appreciation 3	ENG 1123	English Composition II ... 3
ENG 1113	English Composition I ... 3	HIS 1173	World Civilization II ... 3
HIS 1163	World Civilization I ... 3	SPT 1113	Oral Communication ... 3
	Activity 1		Activity 1
	<hr/>		<hr/>
	16		16

SOPHOMORE YEAR

First Semester		Second Semester	
MAT 1313	Algebra 3	ENG 2333	English Literature II ... 3
ENG 2323	English Literature I 3	BIO 1144	Gen. Biology II 4
	Social Science Elective ... 3		Social Science Elective ... 3
	*Art Elective 3		*Art Elective 3
BIO 1134	Gen. Biology I 4		Elective 3
	<hr/>		<hr/>
	16		16

Suggested art electives are: painting, ceramics, and Introduction to Computers.

Suggested Social Science Electives: Psychology, Sociology, Economics

EDUCATION (EEDU)

**Advisors: Mr. Lovett, Mrs. McMullan,
Mrs. Pouncey, Miss Wood**

An education curriculum should be selected by those who are planning to teach. The requirements include courses in General Education, Professional Education, and Specialized Education. Those who plan to teach in high school should decide on their teaching field and take one or more courses in the field each semester. The COMP or NTE (General Knowledge and Communication Skills) test should be taken during the second semester of the sophomore year.

EDUCATION, ELEMENTARY (EEDU)

Advisors: Mr. Lovett, Mrs. Pouncey

Upon successfully completing the elementary education program of study, graduates should be able to enter the junior year of the appropriate teacher education program at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
BIO	1134	General Biology 4	BIO	1144	*General Biology 4
		*History (World or American) 3	PSC	1113	Nat'l. Government 3
MAT	1313	Algebra 3	ART	1113	Art Appreciation 3
HPR	1213	*Per. & Com. Health 3	PSY	1513	General Psychology 3
		<u>16</u>			<u>16</u>

SOPHOMORE YEAR

First Semester			Second Semester		
CSC	1113	Intro. to Computer Con. 3	SPT	1113	Oral Communication ... 3
ENG		Literature (English or American) 3	*ENG		Literature (Con't or 1st Sem.) 3
PHY	2313	Survey of Gen. Physics . 3	*PHY	2323	Sur. of Gen. Physics II . 3
MUS	2513	Music for Children 3	ART	1913	Art for Elementary Teachers 3
MAT	1723	The Real Number System 3	MAT	1733	*Informal Geometry and Algebra 3
GEO	1113	World Geography 3			<u>15</u>
		<u>18</u>			

*Consult with advisor before registering for these courses.

Because all senior colleges do not have the same requirements in elementary education, it is suggested that the student obtain a catalog from the college he/she plans to attend and follow the suggested curriculum.

EDUCATION, PHYSICAL (PEDU)

Advisor: Miss L. Wood

Upon successfully completing the physical education program of study with a 2.5 GPA or better on the 45-hour education core and upon successfully passing the NTE with a minimum score of 651 on the Communication Skills Sub-test and a minimum score of 646 on the General Knowledge Sub-test, graduates should be able to enter the junior year of secondary education at a four-year institution. (Note that USM requires a 2.5 GPA)

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
PHY	2313	Survey of Gen. Physics . 3	MAT	1313	College Algebra 3
HPR	1213	Per. & Com. Health 3	BIO	1144	General Biology II 4
		History (World or American) 3			(ASU, JSU, MUW, MSU require this)
		(USM requires World)	HIS		History (World or American) 3
HPR	1313	Introduction to Health, Physical Education and Recreation 3			(ASU, USM require World)
		Activity-Fitness and Conditioning 1	HPR	2213	First Aid 3
		<u>16</u>			<u>16</u>

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (English or American) 3	ENG		Literature (English or American) 3
PHY	1513	General Psychology 3	HPR	2323	Rec. Leadership 3
SOC	2113	Intro. to Sociology 3	MAT	or	Elective 3
BIO	2514	Human Anatomy and Physiology 4	SCI		(MSU requires MAT 1323)
ART	1113	or MUS 1113 3	CSC	1113	Intro. to Comp. Concepts 3
		HPR Activity (Tennis) .. 1	SPT	1113	Oral Communications.. 3
		<u>17</u>			<u>15</u>

Recommended Electives: PSC 1113, ECO 2213, (Required by DSU, UM, USM), Soc. 2143 (Required by MSU), HPR 2423

Note: Literature courses must be taken in sequence.

EDUCATION, SECONDARY (SEDU)

Advisor: Mrs. McMullan and Mrs. McRae

Upon successfully completing the secondary education program with a 2.5 GPA or better and upon successfully passing the test with a minimum score of 651 on the Communication Skills Sub-Test and a minimum score of 646 on the General Knowledge Sub-test, graduates should be able to enter the junior year of secondary education at a four-year institution. (Note that USM requires a 2.65 GPA.) Students are encouraged to follow the suggested curriculum for their major at the senior institution of their choice.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition I . . . 3	ENG	1123	English Composition II
PSY	1513	General Psychology 3			Fine Arts Elective
BIO	1134	General Biology I 4	SPT	1113	Oral Communication
		History (ASU, USM			History (ASU, USM
		require World) 3			require World)
MAT	1313	College Algebra 3			Math or Science
					Elective
					(MSU requires math
					elective)

16

SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature 3	ENG	Literature
SCI	Physical Science		Math or Science
	Elective 3-4		Elective
	Social Science Elective .. 3		Social Science Elective ..
	Electives from Teaching	CSC	Intro. to Computer
	Area 6	1113	Concepts
			(See note)
			Elective
	<hr/> 15-16		

Notes: HPR 1213 required at ASU, DSU, MSU, MVSU, UM; BIO 1144 required at MUW; CSC 1213 or CSC 1313 required for math majors at MSU, USM. Literature courses must continue in sequence. Specific courses in teaching area should be taken in line with requirements at the particular senior institution selected.

ENGINEERING
(ENGR)

Advisor: Dr. Harris

Students who are interested in any engineering field should register in the curriculum. The first two years of engineering are basically the same for all branches of engineering, and this curriculum is designed to meet these needs. Upon successfully completing the engineering program of study, graduates should be able to enter the junior year of engineering at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
1100	1113	English Composition ... 3	ENG	1123	English Composition... 3
1100	1313	*Graphic Com..... 3	SPT	1113	Oral Communication .. 3
1101	1313	College Algebra 3	MAT	1613	Calculus I 3
1101	1323	Trigonometry 3	MAT	6123	Calculus II..... 3
1101	1214	General Chemistry 4	CHE	1224	*General Chemistry 4
		Activity..... 1			Fine Arts Elective..... 3
		<hr/> 17			<hr/> 19

SOPHOMORE YEAR

First Semester			Second Semester		
MAT 2613	Calculus III.....	3	PSC 1113	*Amer. Nat. Government	3
MAT 2623	Calculus IV	3	MAT 2913	Differential Equations ..	3
PHY 2514	General Physics	4	PHY 2524	General Physics	4
HIS 2213	American History I.....	3	HIS 2223	American History II ...	3
ECON 2113	*Prin. of Economics	3		Humanities (Elective) ...	3
ENG 1313	*Fortran Programming .	3	EGR 2413	Engineering Mech.....	3
		<u>19</u>			<u>19</u>

RECOMMENDED COURSES

1163	World Civilization I Literature (any two sequence)	CHE 2424-2324 Organic Chemistry (for Chemical Engineer)
2123	Economics II	PSY 1513 Psychology

Use Advisor to determine specific course requirements for your engineering specialty.

FORESTRY (FORS)

Advisor: Mr. Lee

Upon successfully completing the forestry program of study, graduates should be able to enter the junior year of forestry at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
BIO	1134	General Biology 4	BIO	1144	General Biology II 4
CHE	1214	General Chemistry I 4	CHE	1224	General Chemistry II 4
MAT	1313	College Algebra 3	MAT	1323	Trigonometry 3
BIO	2414	Zoology 4			Fine Arts Elective 1
		<hr/> 18			

SOPHOMORE YEAR

First Semester			Second Semester		
SPT	1113	Oral Communications .. 3	ECO	2123	Principles of Economics (Micro) 3
MAT	1613	Calculus I 3	DDT	2423	Mapping & Topo Lab 3
		Humanities Electives ... 3			Humanities Elective ... 3
PHY	2414	General Physics 4	BIO	2313	Dendrology 3
AGR	2343	Forest Measurement 3	AGR	2314	Soils 3
		<hr/> 16			

Electives to be selected with advisor based on upper division option to be selected.

LIBERAL ARTS (LART)

Advisors: Mr. Cooper, Mr. Carson, Mr. Jamie Clark
Social Science Advisors: Dr. Ethridge, Mr. Thrash, Mr. Pace
Art Advisor: Mr. Guraedy
Mathematics Advisor: Mrs. McMullan
English Advisors: Mr. Barrier, Mrs. Baucum, Mrs. Pace, Mrs. Smith, Ms. West
Science Advisors: Dr. Fisher, Mr. Deaton, Mr. R. Davis, Mrs. Patti Davis, Dr. Key
Speech Advisor: Miss Carroll
Home Economics Advisor: Mrs. Pouncey

The Liberal Arts Curriculum will meet the pre-professional needs of many students who are planning some professional vocation. It may be selected by the pre-law students, by pre-ministerial students, or by those

planning a career in home economics, journalism, or social work, and by others. In addition to the above, students who come to college to secure the general and liberalizing value of education, who are planning to continue a similar curriculum in a four-year college, or whose interests cannot be met by another curriculum usually select this curriculum. Electives should be chosen from a student's field of interest with the approval of the individual's advisor.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
HIS		History (World or American) 3	HIS		History (World or American) 3
BIO	11134	General Biology 4	BIO	1144	General Biology 4
MAT	1313	College Algebra 3	SPT	1113	Oral Communication .. 3
PSY	1513	Psychology 3			Elective 3
		Activity 1			Activity 1
		<hr/> 17			<hr/> 17

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (English or American) 3	ENG		Literature (English or American) 3
PSY	1113	Amer. Nat. Government 3	SOC	2113	Sociology 3
		Electives 6			Electives 9
ART	1113	or MUS 1113 3			<hr/> 15
		<hr/> 15			

RECOMMENDED ELECTIVES

8 to 12 semester hours of Spanish should be strongly considered
 PSY 1513 General Psychology
 HPR 1313 Per. & Com. Health

PRE-MEDICAL/PRE-DENTAL (PMED)

Advisor: Dr. Fisher

Upon successfully completing the pre-medical program of study, graduates should be able to apply for entrance to the junior year of a pre-medical program at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
MAT	1313	College Algebra ... 3	SPT	1113	Oral Communications ... 3
CHE	1214	General Chemistry ... 4	CHE	1224	General Chemistry ... 4
BIO	2414	Zoology ... 4	BIO	2424	Zoology ... 4
		Art or Music App. 3			Elective ... 3
		17			17

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature or Language . 3	ENG		Literature or Language . 3
CHE	2424	Organic Chemistry ... 4	CHE	2434	Organic Chemistry ... 4
HIS	1163	World Civilization I ... 3	HIS	1173	World Civilization II ... 3
PHY	2414	General Physics ... 4	PHY	2424	General Physics ... 4
MAT	1323	*Trigonometry ... 3			Elective ... 3
		17			17

* MAT 1613, Calculus I & MAT 1623, Calculus II are recommended as additional math courses that should be taken. See your advisor about which schools suggest additional electives. (Microbiology, General Psychology, and Computer Science.)

MEDICAL TECHNOLOGY (METC)

Advisor: Mr. R. Davis, Mrs. P. Davis

Upon successfully completing the medical technology program of study, graduates should be able to apply for entrance to the junior year of medical technology at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
MAT	1313	College Algebra ... 3	MAT	1323	Trigonometry ... 3
PSY	1513	General Psychology ... 3	SOC	2113	Sociology ... 3
CHE	1214	General Chemistry I ... 4	CHE	1224	General Chemistry II ... 4
BIO	2414	Zoology I ... 4	BIO	2424	Zoology II ... 4
		17			17

SOPHOMORE YEAR

First Semester			Second Semester		
BIO	2424	Organic Chemistry ... 4	BIO	2524	Microbiology ... 4
PHY	1113	Oral Communication ... 3	HPR	1213	Personal and Community Health ... 3
		Fine Arts Elective ... 3			Basic Computer Programming ... 3
		Literature ... 3	CSC	1213	Elective ... 3
		History I ... 3			History II ... 3
		16			16

See your advisor. University requirements differ on this curriculum.

See your advisor. USM has a different math requirement.

MUSIC

Advisors: Mr. Hinson, Mr. Carson, Staff

The work of the music department is organized (1) to give sound foundation work in music theory, (2) to develop understanding and appreciation of the literature and history of music, and (3) to develop performance skills with the voice and music instruments.

All students majoring in music are required to perform with one of the large ensembles each semester. Instrumental majors are expected to participate in the band, and voice and piano majors are to participate in the choir. Those students taking applied music courses must perform in or attend all scheduled music recitals.

Upon successfully completing the music program of study, graduates should be able to enter the junior year of piano, voice, or instrumental music at a four-year institution.

MUSIC WITH INSTRUMENTAL EMPHASIS (MEIE)

Advisor: Mr. Carson, Mr. May

Upon successfully completing the music program of study, graduates should be able to enter the junior year of instrumental music at a four-year institution.

FRESHMAN YEAR

First Semester

ENG 1113	English Composition ...	3
MUS 1214	Music Theory I	4
HIS 1163	World Civilization	3
MAT 1313	College Algebra	3
MUA 1511	Class Piano I	1
MUA 1711	Class Voice I	1
*MUA 1172	Brass I	2
*MUA 1242	Guitar I	2
*MUA 1472	Percussion I	2
*MUA 1872	Woodwinds I	2
MUO 1111	Band I	1
		18

Second Semester

ENG 1123	English Composition	3
MUS 1224	Music Theory II	4
HIS 1173	World Civilization	3
MUS 1123	Music Survey	3
MUA 1521	Class Piano	1
MUS 1721	Class Voice	1
*MUA 1182	Brass II	2
*MUA 1252	Guitar II	2
*MUA 1482	Percussion II	2
*MUA 1882	Woodwinds II	2
MUO 1121	Band II	1
		18

*Choose Major Instrument

SOPHOMORE YEAR

First Semester

ENG 2223	Literature (American) or	
ENG 2323	Literature (English)	3
MUS 2214	Music Theory III	4
BIO 1134	General Biology	4
PHY 2313	Survey of Gen. Physics ..	3
MUA 2511	Class Piano III	1
MUA 2711	Class Voice III	1
*MUA 2242	Guitar III	2
*MUA 2172	Brass III	2
*MUA 2472	Percussion III	2
*MUA 2872	Woodwinds III	2
MUO 2111	Band III	1
		15 or 16

*Choose Major Instrument

Second Semester

SPT 1113	Oral Communication ..	3
MUS 2224	Music Theory IV	4
BIO 1144	General Biology	4
PHY 2323	Survey of Gen. Physics ..	3
MUA 2521	Class Piano IV	1
MUA 2721	Class Voice IV	1
*MUA 2252	Guitar IV	2
*MUA 2182	Brass IV	2
*MUA 2482	Percussion IV	2
*MUA 2882	Woodwinds IV	2
MUO 2121	Band IV	1
		15 or 16

15 or 16

MUSIC WITH PIANO EMPHASIS
(MEPE)

Advisor: Staff

Upon successfully completing the music program of study, graduates should be able to enter the junior year of piano at a four-year institution.

FRESHMAN YEAR

First Semester

ENG 1113	English Composition ...	3
MUS 1214	Music Theory I	4
HIS 1163	World Civilization	3
MAT 1313	College Algebra	3
MUA 1572	Major Piano I	2
MUA 1772	Major Voice I	2
MUO 1211	Choir I	1
		18

Second Semester

ENG 1123	English Composition ...	3
MUS 1224	Music Theory II	4
HIS 1173	World Civilization	3
MUS 1123	Music Survey	3
MUS 1582	Major Piano II	2
MUA 1782	Major Voice II	2
MUO 1221	Choir II	1
		18

SOPHOMORE YEAR

First Semester

ENG 2223	Literature (American) ..	3
or		
ENG 2323	Literature (English)	3
MUS 2214	Music Theory III	4
BIO 1134	General Biology	4
or		
PHY 2313	Survey of Gen. Physics ..	3
MUA 2562	Major Piano III	2
MUA 2772	Major Voice III	2
MUO 2211	Choir III	1
		15 or 16

15 or 16

Second Semester

SPT 1113	Oral Communication ..	3
MUS 2224	Music Theory IV	4
BIO 1144	General Biology	4
or		
PHY 2313	Survey of Gen. Physics ..	3
MUA 2582	Major Piano IV	2
MUA 2782	Major Voice IV	2
MUO 2221	Choir IV	1
		15 or 16

15 or 16

MUSIC WITH VOCAL EMPHASIS
(MEVE)

Advisor: Mr. Hinson

Upon successfully completing the music program of study, graduates should be able to enter the junior year of voice at a four-year institution.

FRESHMAN YEAR

First Semester

ENG 1113	English Composition ...	3
MUS 1214	Music Theory I	4
HIS 1163	World Civilization I	3
MAT 1313	College Algebra	3
MUA 1511	Class Piano I	1
or		
MUA 1572	Major Piano I	2
MUA 1772	Major Voice I	2
MUO 1211	Choir I	1
		17 or 18

17 or 18

Second Semester

ENG 1123	English Composition ...	3
MUS 1224	Music Theory II	4
HIS 1173	World Civilization	3
MUS 1123	Music Survey	3
MUA 1521	Class Piano II	1
or		
MUA 1582	Major Piano II	2
MUA 1782	Major Voice II	2
MUO 1221	Choir II	1
		17 or 18

17 or 18

SOPHOMORE YEAR

First Semester			Second Semester		
ENG	2223	Literature (American) or	SPT	1113	Oral Communication
ENG	2323	Literature (English) 3	MUS	2224	Music Theory IV
MUS	2214	Music Theory III 4	BIO	1144	General Biology
BIO	1134	General Biology 4	or		
PHY	2313	Survey of Gen. Physics 3	PHY	2323	Survey of Gen. Physics
MUA	2511	Class Piano III 1	MUA	2521	Class Piano IV
or			or		
MUA	2572	Major Piano III 2	MUA	2582	Major Piano IV
MUA	2772	Major Voice III 2	MUA	2782	Major Voice IV
		Elective 3	MUO	2221	Choir IV
MUO	2211	Choir III 1			
<hr/>			<hr/>		
17, 18, or 19			14, 15, or 16		

NURSING
(PNUR)

Advisors: Mr. Bullock, Dr. Key

Upon successfully completing the pre-nursing program of study, graduates should be able to enter the junior year of nursing at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . 3	ENG	1123	English Composition . . . 3
CHE	1214	General Chemistry 4	CHE	1224	General Chemistry 4
HIS	1163	World Civilization I . . . 3	HIS	1173	World Civilization II . . . 3
MAT	1313	College Algebra 3	SOC	2113	Introduction to Sociology . 3
PSY	1513	General Psychology 3	SOC	2143	Marriage and Family . . . 3
<hr/>			<hr/>		
16			16		

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature Elective 3	ENG		Literature
CSC	1123	Microcomputer			*Elective 3
		Applications 3	HEC	1253	Nutrition 3
BIO	2514	Anatomy & Physiology . . 4	BIO	2524	Anatomy &
EPY	2533	Human Growth and			Physiology 4
		Development 3	BIO	2924	Microbiology 4
		Fine Arts Elective 3	SPT	1113	Oral Communication . . . 3
<hr/>			<hr/>		
16			17		

Additional or alternate courses should be selected with the approval of the curriculum advisor to meet the specific university nursing school requirement.

*A statistics course is required by USM School of Nursing. BAD 2323 Business Statistics meets this requirement.

OCCUPATIONAL THERAPY

(OTHE)

Advisor: Mr. R. Davis, Mrs. Patti Davis

Students majoring in occupational therapy should enroll in the physical therapy curriculum. Be sure to see your advisor for the differences in curriculum requirements. Upon successfully completing the occupational therapy program of study, graduates should be able to apply for entrance in the junior year of an occupational therapy program at a four-year institution.

OPTOMETRY
(POPT)

Dr. Fisher

Students majoring in optometry should enroll in the medical curriculum. Upon successfully completing the pre-optometry program of study, graduates should be able to apply for entrance to the junior year of pre-optometry program at a four-year institution.

PHARMACY
(PPHA)

Advisor: Mr. Deaton

Upon successfully completing the pharmacy program of study, graduates should be able to apply for the entrance to the junior year of pharmacy at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . 3	ENG	1123	English Composition . . . 3
MAT	1313	*College Algebra 3	MAT	1323	*Trigonometry 3
CHE	1214	General Chemistry 4	CHE	1224	General Chemistry 4
BIO	2414	Zoology 4	BIO	2424	Zoology 4
HIS	1163	World Civilization I . . . 3	HIS	1173	World Civilization II . . . 3
		Activity 1			
<hr/>			<hr/>		
18			17		

SOPHOMORE YEAR

First Semester				Second Semester			
ACC	1213	Accounting I	3	PSY	1513	Psychology	3
CHE	2424	Organic Chemistry	4	CHE	2434	Organic Chemistry	4
PHY	2414	General Physics	4	PHY	2424	General Physics	4
		Art or Music App.	3	SOC	2113	Sociology	3
SPT	1113	Oral Communications	3	BIO	2924	Microbiology	3

SOPHOMORE YEAR

First Semester				Second Semester			
BIO	2514	Anatomy & Physiology I	4	BIO	2524	Anatomy & Physiology II	4
ENG	2323	English Literature I	3	SOC	2113	Sociology	3
		Fine Arts Elective	3	HPR	2213	First Aid	3
HEC	1253	Nutrition	3	HPR	2323	*Recreational Leadership	3
HPR	2423	Athletic Train & Treat of Injuries	3			Computer Science Elective	3
			16				

* See your advisor before registering for these courses, there are several different options within this program.

VETERINARY MEDICINE (PVET)

Advisor: Dr. Fisher

Upon successfully completing the veterinary medicine program of study, graduates should be able to apply for entrance to the junior year of veterinary medicine at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
CHE	1214	College Chemistry	4	CHE	1224	College Chemistry	4
ENG	1113	English Composition	3	ENG	1123	English Composition	3
MAT	1313	College Algebra	3	MAT	1323	Trigonometry	3
BIO	2414	Zoology	4	BIO	2424	Zoology	4
PSY	1513	General Psychology	3	SOC	2113	Intro. to Sociology	3
			17				

SOPHOMORE YEAR

First Semester				Second Semester			
CHE	2424	Organic Chemistry	4	CHE	2434	Organic Chemistry	4
PHY	2314	General Physics I	4	PHY	2324	General Physics II	4
		Fine Arts Elective	3	BIO	2924	Microbiology	4
		Humanities Elective	3			Humanities Elective	3
		Elective	3	SPT	1113	Oral Communication	3
			17				

HEALTH RELATED PROGRAMS

East Central Community College currently offers four programs of study related to the health care industry. Students who successfully complete any of these programs should be able to obtain employment in their area of specialty in the health care field.

ASSOCIATE DEGREE NURSING (ADN)

Advisor: Mrs. Nancy Harris

Upon successfully completing the associate degree nursing program, graduates should meet the requirements of the State Board of Nursing to apply to write the National Council Licensure Examination for Registered Nurses. However, completion of the program does not guarantee that one will be allowed to sit for the Exam.

SUMMER TERM

First Semester				Second Semester			
ENG	1113	English Composition I	3	BIO	2524	Anatomy & Physiology	4
BIO	2514	Anatomy & Physiology	4				

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1123	English Composition II	3	BIO	2924	Microbiology	4
PHY	2533	Human Growth & Development	3	NUR	1128	Nursing Science II	8
		Fundamentals of Nursing I	8	NUR	1133	Nsg Psy/Mental Health Nursing	3
			14				15

SOPHOMORE YEAR

First Semester				Second Semester			
HEC	1253	Nutrition	3	SPT	1113	Oral Communication	3
SOC	2113	Intro to Sociology	3	NUR	2121	Nursing Seminar	1
NUR	2149	Nursing Science III	9	NUR	2159	Nursing IV	9
				NUR	2161	Management of Nursing Care	1
			15				14

Notes: Enrollment in NUR courses is limited to students who have been admitted to the ADN program, ADN these courses must be taken in the sequence specified. All nursing ADN science courses must be taken within the six years prior to graduation from the ADN program.

LICENSED PRACTICAL NURSING (LPNC)

Advisors: Mrs. Thomas and Mrs. Buckman

The practical Nursing program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the substantial skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist. Students that complete the program requirements, as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure.

First Semester				Second Semester			
PNV	1113	Basic Nutrition	3	PNV	1615	Medical/Surgical Nursing I	8
PNV	1213	Body Structure and Function	3	PNV	1624	Medical/Surgical Lab & Clinical	3
PNV	1312	Growth and Development	2	PNV	1633	Medical/Surgical Nursing II	3
PNV	1425	Fundamentals of Nursing	5	PNV	1644	Medical/Surgical Lab and Clinical II	3
PNV	1434	Fundamentals of Nursing Lab	4	PNV	1513	Pharmacology	3
PNV	1412	Geriatric Nursing	2				
			19				

Summer Term

PNV	1717	Maternal-Child Nursing	7
PNV	1813	Psychiatric Concepts	3
PNV	1912	Nursing Transition	2
			12

MEDICAL OFFICE TECHNOLOGY (BOMT)

See the course sequence listed under the Business and Office Technology section of the Technical Programs offered at East Central Community College.

SURGICAL TECHNOLOGY (SGTT OR SGTC)

Advisor: Mrs. Janice Jacobs

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team. Graduates of the

24-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the Association of Surgical Technologies for the National Certifying Examination and become a Certified or Registered Surgical Technologist.

Baseline competencies for Surgical Technology

FIRST YEAR (CERTIFICATE)

First Semester				Second Semester			
SUT	1113	Fundamentals of Surgical Technology	3	SUT	1518	Basic and Related Surgical Procedures	8
SUT	1216	Principles of Surgical Technique	6	SUT	1528	Specialized Surgical Procedures	8
SUT	1314	Surgical Anatomy	4				
SUT	1413	Surgical Microbiology . .	3				
SUT	1113	English Composition I . .	3				
			<hr/>				<hr/>
			19				16

SUMMER TERM

(8 weeks)			
SUT	1538	Advanced Surgical Procedures	8

SECOND YEAR (TECHNICAL)

First Semester				Second Semester			
SPT	1113	Oral Communications ..	3			Humanities/Fine	
BIO	2924	Microbiology	4			Arts Elective	3
		***Approved Electives ..	6			Math/Natural Science	
BIO	1513	Anatomy and				Elective	3
		Physiology I	3			Approved Electives***	6
				BIO	1523	Anatomy and	
						Physiology II	3
						Social/Behavioral	
						Science Elective	3
			16				18

*Students who lack entry level skills in math, English, science, etc. will be provided related studies.

**Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***APPROVED ELECTIVES: CHE 1213 General Chemistry I with CHE 1211 General Chemistry Laboratory I; BIO 1134 General Biology I; BIO 1144 General Biology II; MAT 1313 or higher Algebra; EPY 2513 Child Psychology (Human Growth and Development I); EPY 2523 Adolescent Psychology (Human Growth and Development II); HEC 1253 Nutrition; HPR 1213 Personal and Community Health I; HPR 1223 Personal and Community Health II; SOC 2143 Marriage and Family

TECHNICAL PROGRAMS

Technical training programs at East Central Community College are designed to prepare the student for employment upon completion of the specified program curriculum. Students who complete a two year program are then eligible to receive the Associate of Applied Science Degree. Students who complete the nine-month options will receive certificates.

TECHNICAL CORE CURRICULUM

To complete the requirements for the A.A.S. degree, the students must complete the 18 semester hour Technical Core Curriculum which includes the following:

English Composition	3 sem. hrs
Humanities/Fine Arts	3 sem. hrs
Social/Behavioral Sciences	3 sem. hrs
Lab Sciences/Mathematics	3 sem. hrs
Oral Communication	3 sem. hrs
Computer Science	*3 sem. hrs
	<hr/> 18 sem. hrs

*or demonstrated competence

AUTOMOTIVE BODY REPAIR TECHNOLOGY (ABRT)

Advisor: Mr. Germany

This program is designed to prepare students for entry level of the Auto Body and Refinishing trades. Upon completion of this program the students should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware, and trim items.

First Semester				Second Semester			
ABT	1123	Fasteners & Interior Trim	3	ABT	1413	Bumper & Grille Repair	3
ABT	1314	Automotive Welding & Cutting	4	ABT	1333	Major Metal Repair	3
ABT	1323	Sheet Metal Repair	3	ABT	1113	Hardware, Glass & Trim	3
ABT	1514	Refinishing	4	ABT	1213	Wind Noise, & Water Leak	3
ABT	1113	English Composition I ..	3			Math/Science - Elective	3
			<hr/> 17				<hr/> 15

Third Semester				Fourth Semester			
ABT	2614	Conventional Frame Repair	4	ABT	2624	Advanced Frame Repair	4
ABT	2713	Fiberglass Repair	3	ABT	2913	Shop Management	3
ABT	2133	Roof Repair	3	ABT	2524	Advanced Refinishing ..	4
ABT	2813	Collision Analysis & Estimation	3	SPT	1113	Oral Communications ..	3
		Humanities/Fine Arts Elective	3			Social/Behavioral Science Elective	3
			<hr/> 16				<hr/> 17

AUTOMOTIVE BODY REPAIR TECHNOLOGY CERTIFICATE

(ABRC)

Certificate Option

First Semester				Second Semester			
ABT	1123	Fasteners & Interior Trim	3	ABT	1413	Bumper & Grille Repair	3
ABT	1314	Automotive Welding & Cutting	4	ABT	1333	Major Metal Repair	3
ABT	1323	Sheet Metal Repair	3	ABT	1113	Hardware, Glass & Trim	3
ABT	1514	Refinishing	4	ABT	1213	Wind Noise, & Water Leake	3
ABT	2813	Collision Analysis and Estimation	3	ABT	2614	Conventional Frame Repair	4
			<hr/> 17				<hr/> 16

AUTOMOTIVE TECHNOLOGY (AVIT)

Advisors: Mr. Pearson, Staff

Postsecondary Automotive Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and steering and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems.

Postsecondary automotive technology is an articulated technical program designed to provide advanced and technical skills to its students. Baseline competencies, taken from secondary automotive mechanics curriculum framework, serve as a foundation for the competencies and suggested objectives taught in the courses of the program. Students who do not possess these competencies will be allowed to acquire them during the program. Students who can document mastery of the baseline competencies will receive advanced instruction on these topics. Automotive Technology may be taught as either a certificate program or as a technical program.

FIRST YEAR

First Semester			Second Semester		
ATT	1114	Electrical Systems	4	ATT	1513
ATT	1213	Brakes	3	ATT	1414
ATT	1315	Manual Drive Trains/ Axle	5	ATT	1715
ENG	1113	English Composition I . . .	3		
			15		

(Certificate Program Exit Point)

SECOND YEAR

First Semester			Second Semester		
ATT	2524	Computer Controlled Emission Systems	4	ATT	2535
ATT	2614	Heating and Air Conditioning	4	ATT	2334
ATT	2325	Automatic Transmissions/ Transaxle	5	ATT	2343
		Humanities/Fine Arts Elective	3	SPT	1113
			16		

Students who lack entry level skills in math, English, science, etc., will be provided remedial studies.

Baseline competencies are taken from the high school Automotive Mechanics program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

BUSINESS AND OFFICE TECHNOLOGY

This is the era of high technology—the age of information processing. To maintain a competitive edge in this fast paced world, dynamic organizations sense a critical need to do more work in less time, thus generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as a more highly qualified personnel.

The overall objective of the Business and Office curriculum is to provide business training in theory and practical applications necessary for employment in high tech government agencies, industries, businesses, and medical and professional areas. The curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

Degree Option

The Associate of Applied Science degree is awarded for successful completion of any one of the following curricula: Accounting Technology, Medical Office Technology, and Office Systems Technology.

Upon successfully completing the Business and Office Technology curriculum, graduates should be able to apply the theory and practical applications necessary for employment in government agencies, industries, businesses, and medical and professional areas.

ACCOUNTING TECHNOLOGY (BOAT)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

Accounting Technology focuses on preparing students as full-charge bookkeepers working with accounts payable, accounts receivable, and payroll. This background could lead to positions as accounts payable clerks, accounts receivable clerks, payroll clerks, or income tax preparers. In addition to accounting skills, the strong business administration background, as well as general office skills, would prepare students for positions as office managers.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1433	Business Accounting ... 3	BOT	2443	Advanced Business Accounting ... 3
BOT	1313	Applied Business Math ... 3	BOT	2813	Business Communication Applications ... 3
BOT	1133	Microcomputer Applications ... 3	BOT	1123	Word Processing Applications ... 3
BOT	1113	Document Formatting and Production ... 3	ENG	1113	English Comp. I ... 3
BOT	1713	Mechanics of Communication ... 3	BOT	2713	Advanced Microcomputer Applications ... 3
BOT	1102	Keyboard Speed Building ... 2	BOT	1413	Records Management ... 2
		17			17

SOPHOMORE YEAR

First Semester			Second Semester		
		Humanities/Fine Arts Elective ... 3	BOT	2433	Payroll Accounting ... 3
BOT	2413	Computerized Accounting ... 3	BOT	1813	Electronic Spreadsheet ... 3
ECO	2113	Principles of Economics I ... 3	SPT	1113	Oral Communications ... 3
		Math/Natural Science Elective ... 3	BOT	1213	Professional Development ... 3
BOT	2423	Income Tax Accounting ... 3	BOT	2133	Desktop Publishing ... 3
BOT	2142	Operating Systems ... 2			
		17			

Keyboarding (BOV 1013) is required of those students who do not type a minimum of 40 gross words per minute with a maximum of one error per minute.

Students who lack entry level skills in math, English, etc., will be provided related studies.

MEDICAL OFFICE TECHNOLOGY (BOMT)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

Medical Office Technology is designed to prepare students for positions as medical transcriptionists, medical secretaries, medical file clerks, medical receptionists, or medical office assistants. Strong emphasis is placed on medical terminology and medical machine transcription. In addition to these skills, office communications, business computer applications, records management, accounting, and office procedures are emphasized.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1613	Medical Office Terminology I ... 3	BOT	1623	Medical Office Terminology II ... 3
BOT	1313	Applied Business Math ... 3	BOT	1433	Business Accounting ... 3
BOT	1133	Microcomputer Applications ... 3	BOT	2813	Business Communication ... 3
BOT	1113	Document Formatting and Production ... 3	BOT	1123	Word Processing Applications ... 3
BOT	1713	Mechanics of Communication ... 3	ENG	1113	English Composition I ... 3
BOT	1102	Keyboarding Speed Building ... 2	BOT	2713	Advanced Microcomputer Applications ... 3
		17			18

SOPHOMORE YEAR

First Semester			Second Semester		
BOT	2523	Medical Machine Transcription I ... 3	BOT	2533	Medical Machine Transcription II ... 3
BOT	1113	Oral Communications ... 3	BOT	1413	Records Management ... 3
BOT	2413	Computerized Accounting ... 3	BOT	2753	Medical Information Management ... 3
BOT	2743	Medical Office Concepts ... 3			Humanities/Fine Arts Elective ... 3
		Math/Natural Science Elective ... 3			Social/Behavioral Science Elective ... 3
BOT	2142	Operating Systems ... 2			
		17			15

Keyboarding (BOV 1013) is required of those students who do not type a minimum of 40 gross words per minute with a maximum of one error per minute.

Students who lack entry level skills in math, English, etc., will be provided related studies.

OFFICE SYSTEMS TECHNOLOGY (OSTT)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

Office Systems Technology is designed to prepare students for positions as administrative assistants or executive secretaries. Emphasis is placed on the development of strong skills in several areas: business computer applications, office communications, accounting, transcription, and records management.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1433	Business Accounting ... 3	BOT	1213	Professional Development ... 3
BOT	1313	Applied Business Math ... 3	BOT	2813	Business Communication ... 3
BOT	1133	Microcomputer Applications ... 3	BOT	1123	Word Processing Applications ... 3
BOT	1113	Document Formatting and Production ... 3	ENG	1113	English Composition I ... 3
BOT	1713	Mechanics of Communication ... 3	BOT	2713	Advanced Microcomputer Applications ... 3
BOT	1102	Keyboard Speed Building ... 2	BOT	1413	Records Management ... 3
		17			17

SOPHOMORE YEAR

First Semester			Second Semester		
BOT	1513	Machine Transcription ... 3			Humanities / Fine Arts Elective ... 3
SPT	1113	Oral Communications ... 3	BOT	1813	Electronic Spreadsheet
BOT	2413	Computerized Accounting ... 3	BOT	2723	Administrative Office Procedures ... 3
BOT	2323	Database Management ... 3	BOT	2133	Desktop Publishing
		Math/Natural Science Elective ... 3			Social/Behavioral Science Elective ... 3
BOT	2142	Operating Systems ... 2			
		17			

Keyboarding (BOV 1013) is required of those students who do not type a minimum of 40 gross words per minute with a maximum of one error per minute.

Students who lack entry level skills in math, English, etc., will be provided related studies.

CERTIFICATE OPTION OFFICE ASSISTANT CERTIFICATE (OATC)

Advisors: Mrs. Bullock, Mrs. Ergle, Mrs. Pitts

The Business and Office Technology certificate option is designed for those students who wish employable skills without earning a degree. To earn a certificate, a student must complete the requirements of the Office Assistant curriculum.

First Semester			Second Semester		
BOT	1433	Business Accounting ... 3	BOT	1213	Professional Development ... 3
BOT	1313	Applied Business Math ... 3	BOT	2813	Business Communication ... 3
BOT	1133	Microcomputer Applications ... 3	BOT	1123	Word Processing Applications ... 3
BOT	1113	Document Formatting and Production ... 3	ENG	1113	English Composition I ... 3
BOT	1713	Mechanics of Communication ... 3	BOT	2713	Advanced Microcomputer Applications ... 3
BOT	1102	Keyboard Speed Building ... 2	BOT	1413	Records Management ... 3
		17			18

Keyboarding (BOV 1013) is required of those students who do not type 40 gross words per minute with a maximum of one error per minute.

Students who lack entry level skills in math, English, etc., will be provided related studies.

CHILD DEVELOPMENT TECHNOLOGY (CCST)

Advisor: Ms. George, Ms. Wright

The student enrolled in Child Development Technology is required to successfully complete two academic years of study. An individual will receive an Associate in Applied Science degree. The student receives adequate instruction and training in curriculum planning and implementation. Experiences in coordination of activities in art, music, language arts, and other avenues of learning prepare the student for job placements in private and public day care centers, Head Start, teachers aides in public school systems, and other positions.

Upon successfully completing the childcare supervision technology program, graduates should be able to gain entry level employment in the childcare industry.

FRESHMAN			Second Semester		
First Semester					
CDT	1114	Child Care Profession ... 4	CDT	1224	Child Growth and Development ... 4
CDT	1313	Art for Preschool Children ... 3	CDT	1514	Child Nutrition and Health Care ... 4
CDT	1214	Infant and Toddler Development ... 4	CDT	1333	Language Arts for Preschool Children ... 3
CDT	1323	Music/Movement for Preschool Children ... 3			Fine Arts/Humanities Elective ... 3
		Written Communications			Written Communications II ... 3
		Elective ... 3			Elective (District option) ... 3
		17			17

SOPHOMORE YEAR

First Semester			Second Semester		
CDT	2233	Guiding Social and Emotional Behavior 3	CDT	2925	Technical Practicum II
CDT	2613	Methods and Materials . 3	CDT	2713	Social Studies, Math and Science for Preschool Children 3
CDT	2915	Technical Practicum I . . . 5	CDT	2813	Administration of Preschool Programs 3
CDT	2413	A Typical Child Development 3	SPT	1113	Oral Communication Elective 3
		Math/Natural Science Elective 3			Social/Behavioral Science Elective 3
<hr/>			<hr/>		
17			17		

COMPUTER TECHNOLOGY

The objective of the Computer Technology program is to prepare students for successful careers in today's computer-oriented society. The emphasis is directed toward developing competence in computer operations and/or programming so that upon successful completion of a two-year program, graduates may seek entry level positions in business, industry, government, or professional areas as data entry operators, computer operators, computer programmers, or microcomputer specialists.

COMPUTER OPERATIONS OPTION
(COPC)

Advisors: Mrs. Griffin, Mrs. Johnson

Upon successfully completing the Computer Operations option, graduates should be prepared for positions as computer operators and/or data entry operators. Instruction will be provided on an on-line business computer system as well as on microcomputers. A certificate will be awarded to those students completing the computer operations option.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1213	Professional Development 3	BOT	1124	Social/Behavioral Science Elective 3
CPT	1214	Computer Concepts & Programming Logic 4	CPT	1313	Word Processing Applications 4
ACC	1213	Principles of Accounting 3	ACC	1223	Computer Operations . . . 3
ENG	1113	English Composition . . . 3	CPT	1223	Principles of Accounting 3
CPT	1224	Basic Programming Language 4	CPT		Programming Language Elective 4
<hr/>			<hr/>		
17			or Approved Elective 3		
<hr/>			<hr/>		
17			17/16		

Students with no prior experience with microcomputer software packages must take Introduction to Computers their first semester. Students with no prior keyboarding experience must take Keyboarding their first semester. Students with prior software package experience will take Basic Programming their first semester.

Upon successful completion of the computer operations option, a student may enter the computer programming option.

RECOMMENDED ELECTIVES:

General Psychology
American National Government
Introduction to Sociology
Introduction to RPG Programming
Electronic Spreadsheet
Database Management

COMPUTER PROGRAMMING OPTION
(CPRT)

Advisors: Mrs. Griffin, Mrs. Johnson

Upon successfully completing the Computer Programming option students should be prepared for employment as a computer programmer and/or computer operator in a business-oriented environment. Instruction will be provided in several different programming languages, and hands-on experience will be included on microcomputers as well as on an on-line business computer system.

The Associate in Applied Science Degree is awarded for successful completion of the Computer Programming option.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1213	Professional Development 3	BOT	1124	Social/Behavioral Science Elective 3
CPT	1214	Computer Concepts & Programming Logic 4	CPT	1313	Word Processing Applications 4
ACC	1213	Principles of Accounting 3	ACC	1223	Computer Operations . . . 3
ENG	1113	English Composition . . . 3	CPT		Principles of Accounting 3
CPT	1224	Basic Programming Language 4	CPT		Programming Language Elective 4
<hr/>			<hr/>		
17			or Approved Elective 4		
<hr/>			<hr/>		
17			17/16		

SOPHOMORE YEAR

First Semester				Second Semester			
BOT	2412	Computerized Accounting	2	CPT	2274	Adv. COBOL Programming	
CPT	2264	Adv. RPG Programming	4	SPT	1113	Oral Communication	
CPT	1244	Introduction to COBOL Programming	4	BOT	2813	Business Communications	
BOT	2714	Advanced Microcomputer Application	4	CPT	2324	Systems Analysis & Design	
		Mathematics Elective ...	3			Humanities/Fine Arts Elective	
			<hr/> 17				

Students with no prior experience with microcomputer software packages must take Introduction to Computers their first semester. Students with no prior keyboarding experience must take Keyboarding their first semester. Students with prior software package experience will take Basic Programming their first semester.

RECOMMENDED ELECTIVES:

Social/Behavioral Science Electives
 General Psychology
 American National Government
 Introduction to Sociology
 Humanities/Fine Arts Elective
 Art Appreciation
 Music Appreciation
 History Elective
 Literature Elective/Mathematics Elective
 Intermediate Algebra
 College Algebra
 Finite Math

DRAFTING AND DESIGN TECHNOLOGY

Advisors: Mrs. Mayes, Mr. Harrison

The Drafting and Design program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of classwork and practical experience is stressed. Completion of a minimum of 65 semester credit hours of coursework in a two-year program leads to an associate in applied science degree. Students who complete the first year of the Drafting and Design program in any concentration (a minimum of 32 semester credit hours) are eligible to receive a Certificate in Drafting and Design Technology.

Students enrolling in Drafting and Design Technology should select one of three areas of concentration upon entering the program. The General Drafting Concentration allows students to obtain skills and knowledge related to several fields of the drafting and design industry. The Industrial Drafting Concentration allows students to emphasize skills and knowledge related to industrial drafting occupation. The Architectural Drafting Concentration provides students with specialized skills in the architectural drafting and design field.

Students upon completion of one of the following two-year programs will receive an associate of applied science degree in drafting with a concentration in either general drafting, architectural drafting or industrial drafting. These programs of study allow students to choose technical electives to enhance their career objectives.

Program is currently undergoing curriculum review. Please see advisors regarding requirements.

GENERAL DRAFTING CONCENTRATION
(GDCT)

FRESHMAN YEAR

First Semester				Second Semester			
DDT	1114	Fundamentals of Drafting	4	DDT	1123	Machine Drafting	3
DDT	1213	Construction Materials	3	DDT	1313	Prin. of CAD	3
CPT	1114	Intro to Computers or		DDT	1613	Arch'tural Design I	3
DDT	1613	Systems Programming I	3	SPT	1113	Oral Communication	3
		Written Communications Elective	3	DDT	1134	Descriptive Geometry	4
		Math/Science Elec.	3				
			16				16

SOPHOMORE YEAR

First Semester				Second Semester			
DDT	1713	Electronic Drafting	3	DDT	2223	Structural Drafting	3
DDT	1413	Elementary Surveying	3	DDT	2423	Mapping & Topo Lab	3
		Technical Elective	3			Technical Elective	3
		Technical Elective	3			Humanities/Fine Arts Elective	3
		Physical Science				Social/Behavioral Science Elective	3
		Elective	3				
MAT	1323	Trigonometry	3				
			18				15

Technical electives may be chosen from the following list:

DDT 2623	Arch'tural Design II 3	DDT 2533	Elect. & Piping
DDT 2144	Machine Drafting II 4	DDT 2233	Cost Estimating
DDT 2323	Advanced CAD	DDT 291(1-3)	Special Project
		DDT 2433	Land Surveying Lab

ARCHITECTURAL DRAFTING CONCENTRATION (ADCT)

FRESHMAN YEAR

First Semester		Second Semester	
DDT 1114	Fundamentals of Drafting	DDT 1123	Machine Drafting
DDT 1213	Construction Materials .. 3	DDT 1313	Prin. of CAD
CPT 1114	Intro to Computers or	DDT 1613	Arch'tural Design I
EET 1613	Systems Programming I. 3	SPT 1113	Oral Communication .. 3
	Written Communications	DDT 1134	Descriptive Geometry .. 4
	Elective		
	Math/Science Elec. 3		
	16		

SOPHOMORE YEAR

First Semester		Second Semester	
DDT 2623	Arch'tural Design II 3	DDT 2223	Structural Drafting
DDT 1413	Elementary Surveying .. 3	DDT 2423	Mapping & Topo Lab
	Technical Elective		Technical Elective
	Technical Elective		Humanities/Fine Arts
	Physical Science		Electives
	Elective		Social/Behavioral
MAT 1323	Trigonometry		Science Elective
	18		

Technical Electives may be chosen from the following list:

EET 1713	Electronic Drafting	DDT 2533	Elect. & Piping Draft ... 3
DDT 2144	Machine Drafting II 4	DDT 2233	Cost Estimating
DDT 2323	Advanced CAD	DDT 291(1-3)	Special Project
		DDT 2433	Land Surveying Lab ... 3

INDUSTRIAL DRAFTING CONCENTRATION (IDCT)

FRESHMAN YEAR

First Semester		Second Semester	
DDT 1113	Fundamentals of Drafting	DDT 1123	Machine Drafting
DDT 1213	Construction Materials .. 3	DDT 1313	Prin. of CAD
DDT 1114	Intro to Computers or	DDT 1613	Arch'tural Design I
DDT 1613	Systems Programming I. 3	SPT 1113	Oral Communication .. 3
	Written Communications	DDT 1134	Descriptive Geometry .. 4
	Elective		
	Math/Science Elec. 3		
	16		

SOPHOMORE YEAR

First Semester		Second Semester	
EET 1713	Electronic Drafting	DDT 2223	Structural Drafting
DDT 2144	Machine Drafting II 4		Technical Elective
	Technical Elective		Technical Elective
	Technical Elective		Humanities/Fine Arts
	Physical Science		Elective
	Elective		Social/Behavioral
MAT 1323	Trigonometry		Science Elective
	19		

Technical electives may be chosen from the following list:

DDT 1413	Elementary Surveying .. 3	DDT 2533	Elect. & Piping Draft ... 3
DDT 2623	Arch'tural Design II 3	DDT 2233	Cost Estimating
DDT 2323	Advanced CAD	DDT 291(1-3)	Special Project
		DDT 2433	Land Surveying Lab ... 3

DRAFTING & DESIGN TECHNOLOGY CERTIFICATE PROGRAM (DRDC)

(One-year Option)

First Semester				Second Semester			
DDT	1114	Fundamentals of Drafting	4	DDT	1123	Machine Drafting	
DDT	1213	Construction Materials ..	3	DDT	1313	Prin. of CAD	
CPT	1114	Intro to Computers or		SPT	1113	Oral Communication	
EET	1613	Systems Programming I	3	DDT	1134	Descriptive Geometry	
		Written Communications		DDT	1613	Architectural Design	
		Elective	3				
		Math/Science Elec.	3				
			16				

ELECTRICAL TECHNOLOGY (ELT)

Advisor: Ms. Everett

The Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and D.C. and A.C. motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Certificate programs in electricity require a minimum of 32 semester credit hours beyond the essential skills level. Students desiring to receive only a certificate may substitute other courses for the six hours of academic credit in the proposed curriculum. Technical programs require a minimum of 65 semester credit hours above the secondary level which includes a recommended 15 hours of academic core courses.

ELECTRICAL TECHNOLOGY (ELTT)

Advisor: Mrs. Everett

Baseline Competencies for Electrical Technology**

FIRST YEAR

First Semester				Second Semester			
1102	Fundamentals of Electricity	2	ELT	1123	Commercial and Industrial Wiring	3	
1114	DC Circuits	4	ELT	1223	Motor Maintenance and Trouble Shooting	3	
1123	AC Circuits	3	ELT	1413	Motor Control Systems	3	
1113	Residential/Light Commercial Wiring	3	EET	1413	Solid State Devices and Circuits	4	
1213	Electrical Power	3			Math/Science Elective	3	
1263	Blueprint Reading/Planning in Residential Installation	3					
		18					16

SECOND YEAR

First Semester				Second Semester			
ELT 2424	Technical Elective 3	ELT	2613	Programmable Logic		
	Solid State				Controllers 3	
	Motor Control 4	SPT	1113	Oral Communications		
	Computer Related				Elective 3	
	Elective 3			Social/Behavioral		
	Written Communications				Science Elective 3	
	Elective 3			Technical Electives 6	
	Humanities/Fine						
Arts Elective 3						
		16					15

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

**Baseline competencies are taken from the high school Electrician program. Students who can document mastery of these competencies will not be required to take ELT 1102. Students who cannot demonstrate mastery will be required to take ELT 1102.

ELECTRICAL TECHNOLOGY CERTIFICATE PROGRAM

(One-year Option)

First Semester				Second Semester			
ELT	1102	Fundamentals of Electricity	2	ELT	1123	Commercial and Industrial Wiring	2
EET	1114	DC Circuits	4	ELT	1223	Motor Maintenance and Trouble Shooting	2
EET	1123	AC Circuits	3	ELT	1413	Motor Control Systems	2
ELT	1113	Residential/Light Commercial Wiring	3	EET	1413	Solid State Devices and Circuits	2
ELT	1213	Electrical Power	3	ELT	1273	Switching Circuits for Residential, Commercial and Industrial Application	2
ELT	1263	Blueprint Reading/Planning in Residential Installation	3				
				18			

ELECTRICITY-ELECTRONICS-RELATED ENGINEERING CLUSTER (ECST)

Advisors: Mr. Blackburn, Mr. Mott

The curriculum is designed to prepare students for employment in government, business and industry as electronic diagnosticians and repair personnel on analog and digital equipment such as computer, digital and analog interface, process control, communication and multipurpose business machines. Successful completion of the two-year program leads to an Associate in Applied Science degree. There are two concentrations available, Electronics Technology and Computer Servicing Technology.

ELECTRONICS TECHNOLOGY (ELET)

Advisors: Mr. Blackburn, Mr. Mott

Electronics Technology is an instructional program that prepares individuals to support electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems, for generating electricity and distributing electrical power. Included is instruction in model and prototype development and testing; systems analysis and integration, including design, development of corrective and preventive maintenance techniques; application of engineering data; and the preparation of reports and test results.

Technical programs in Electronics Technology require a minimum of 64 semester credit hour (SCH) beyond the essential skills level. Fifteen semester credit hours of academic core courses are included in this minimum. Successful completion of the two-year program leads to an Associate in Applied Science Degree.

FRESHMAN YEAR

First Semester				Second Semester			
1102	Fundamentals of Electronics	2	EET	1123	AC Circuits	3	
1114	DC Circuits	4	EET	1314	Solid State Devices and Circuits ...	4	
1214	Digital Electronics	4	EET	1324	Microprocessors	4	
	*Computer related Elective	3	ENG	1113	English Comp I	3	
	Math/Science Elective ..	3			*Technical Elective	3	
		16					17

SOPHOMORE YEAR

First Semester				Second Semester			
EET	2334	Linear Integrated Circuits	4	EET	2514	Interfacing Techniques	4
EET	2414	Electronics Communications	4	SPT	1113	Oral Communication ..	3
		Humanities/Fine Arts Elective	3	PSY	1113	Psychology	3
		*Technical Elective	4			*Technical Elective	3
			<hr/> 15				<hr/> 16

Technical Electives may be chosen from the following list:

CPT		Introduction to Computers	4
ELT	1214	Ind. Hydraulics/Pneumatics	4
ELT	2614	Programmable Logic Controllers	4
CPT	1224	Basic Computer Programming	4
EET	1713	Electronic Drafting	3
CPT	2113	Computer Servicing Lab I	3

COMPUTER SERVICING TECHNOLOGY (CST)

Advisors: Mr. Blackburn, Mr. Mott

Computer Servicing Technology is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

Technical programs in Computer Servicing Technology require a minimum of 65 semester credit hours (SCH). This total includes a minimum of 15 SCH of academic core courses and 51 SCH of technical courses. Successful completion of the two-year program leads to an Associate in Applied Science Degree.

FRESHMAN YEAR

First Semester				Second Semester			
EET	1102	Fundamentals of Electronics	2	EET	1123	AC Circuits	4
EET	1114	DC Circuits	4	EET	1314	Solid State Devices and Circuits	4
EET	1214	Digital Electronics	4	EET	1324	Microprocessors	4
		*Computer Related Elective	3	ENG	1113	English Comp 1	3
		Math-Science Elective ..	3			*Technical Elective	3
			16				

SOPHOMORE YEAR

First Semester				Second Semester			
EET	2334	Linear Integrated Circuits	4	EET	2514	Interfacing Techniques	4
CST	2113	Computer Servicing Lab I	3	CST	2123	Computer Servicing Lab II	3
		Humanities/Fine Arts Elective	3	SPT	1113	Oral Communication	3
		*Technical Elective	3	PSY	1113	Psychology	3
		*Technical Elective	3			*Technical Elective	3
			16				

Technical Electives may be chosen from the following list:

EET	1114	Introduction to Computers	4
EET	1214	Ind. Hydraulics/Pneumatics	4
EET	1614	Programmable Logic Controllers	4
EET	1224	Basic Computer Programming	4
EET	1713	Electronic Drafting	3

FIRE PROTECTION TECHNOLOGY (FFT)

Advisor: Mr. C. Clark

The Fire Protection Technology program is a cooperative program between several community colleges in the State of Mississippi. Students have two options in pursuing this program; one is the terminal technical degree (AAS), and the other is a transfer curriculum to the University of Memphis. Fire Protection classes are offered via the community college interactive video network in the evenings. This program is designed to meet the standards and certification requirements for careers in municipal and county fire departments. Complete details are pending.

FIRST YEAR

First Semester				Second Semester			
ENG	1113	English Composition I ..	3	ENG	1123	English Composition II	3
FFT	1113	Introduction to Computers	3			Humanities/Fine Arts ..	3
		Science or Math	3	FFT	1213	Fire Fighting Principles and Practices	3
FFT	1113	Introduction to Fire Science	3	FFT	1223	Fire Apparatus & Equipment	3
FFT	1123	Introduction to Fire Prevention	3	FFT	****	Fire Protection Concentration Elective ..	3
			<hr/> 15				

SECOND YEAR

Third Semester			Fourth Semester		
SPT	1113	Oral Communication ... 3			Behavioral & Social Science ...
		General Education			General Education
		Elective ... 3			Elective ...
FFT	2313	Fire Service Hydraulics . 3			Strategy and Tactics
FFT	2323	Building Construction .. 3	FFT	2413	Incident Management
FFT	****	Fire Scene Safety 3	FFT	2423	Systems ..
FFT	****	Fire Protection			Fire Protection
		Concentration Elective.. 3	FFT	****	Concentration Elective
			FFT	****	Fire Protection
					Concentration Elective

HEATING AND AIR CONDITIONING TECHNOLOGY (ACTT)

Advisor: Mr. Miles

Heating and Air Conditioning Technology is an instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial organization performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating or cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

A Certificate of Heating and Air Conditioning will be awarded the students who successfully complete the 2 semester certificate program. An Associate of Applied Science Degree in Heating and Air Conditioning Technology will be awarded the graduates of the 4 semester technical program.

FRESHMAN YEAR

First Semester			Second Semester		
ACT	1114	Basic Compression Refrigeration 4	ACT	1413	Air Conditioning I 4
ACT	1213	Climatic Controls I 3	ACT	1313	Residential Refrigeration 4
ELT	1214	Electrical Power 4	ACT	1324	Commercial Systems 4
ACT	1913	Tubing and Pipe 3	ACT	1223	Climatic Controls II 3
		Written Communication 3			Math/Natural Science 3
		<hr/> 17			

SOPHOMORE YEAR

First Semester				Second Semester			
16-1	1623	Air Conditioning II	3	ACT	2433	Air Conditioning III ...	3
16-1	1613	Computerized Energy Management I	3	ACT	2523	Computerized Energy Management II	3
16-1	1623	Heat Load Calculation and Duct Sizing	3	SPT	1113	Oral Communications ..	3
16-1	1611	Psychometrics	1			Social/Behavioral Science	3
		Humanities/Fine Arts ..	3			Technical Elective	3
		Technical Elective	3				
			<u>16</u>				<u>15</u>

Technical Electives:

- Basic Introduction to Computers
- Fundamentals of Drafting
- Digital Electronics

CERTIFICATE OPTION
HEATING AND AIR CONDITIONING TECHNOLOGY
(HACC)

First Semester			Second Semester		
ACT	1114	Basic Compression Refrigeration 4	ACT	1413	Air Conditioning I 3
ACT	1213	Climate Controls I 3			Residential Refrigeration 3
ACT	1214	Electrical Power 4	ACT	1324	Commercial Systems . . . 4
ACT	2623	Heat Load Calculation & Duct Sizing 3	ACT	1223	Climate Controls II 3
ACT	1913	Tubing and Pipe 3	ACT	2423	Air Conditioning II 3
17			16		

METAL FABRICATION TECHNOLOGY (MFTE)

Advisor: Mr. Bayne

This is a departure from traditional trade training. Rather than confining itself to a single trade the plan allows the student to gain the basic knowledge and skills of two trades: Metal Fabricator and Combination Welder. After completion of this course of study the student should be able to enter the job market after testing as a class three or above welder or a junior fabricator-layout person.

FIRST YEAR

First Semester			Second Semester		
MFT	1113	Intro. to Metal Fab. Technology	3	MST	2223 Metallurgy
MFT	1213	Fab. Layout and Measurement	3	MFT	1513 Interpreting Industrial Drawing & Application
ENG	1113	English Composition I ..	3	MFT	1613 Intro. to Brakes, Shears, Punch & Drill Presses
MST	1213	Blueprint Reading & Sketching	3	MAT	1233 Intermediate Algebra or
MFT	1313	Oxyacetylene Cutting, Brazing, and Welding ..	3	MAT	1313 College Algebra
MFT	1413	Basic Principles and Practices of Arc Welding	3	MFT	1424 Special Welding Processes
			18		

SECOND YEAR

Third Semester			Fourth Semester		
MST	1115	Social/Behavioral	3	MFT	2435 Adv. Welding and Cutting
PHY	2313	Science Elective	3	MST	1124 Power Machinery II
TDD	1113	Power Machinery I	5	ROT	1214 Industrial Hydraulics & Pneumatics
SPT	1113	Survey of Gen. Physics I	3	Fine Arts Elective	
			17		

Recommended Electives:

CSC	1213	Basic Computer Prog.
SOC	2113	Intro to Sociology
ECO	2113	Principles of Economics
TDD	1113	Fund. of Drafting
TDD	1313	Graphics Comm.
TDD	1213	Descriptive Geo.
TDD	2133	Advanced CAD
TDD	1313	Basic Computer Prog.

METAL FABRICATION TECHNOLOGY CERTIFICATE (MFTC)

First Semester			Second Semester		
MFT	1113	Intro. to Metal Fab. Technology	3	MFT	1513 Interpreting Industrial Drawings and Applications
MFT	1213	Fab. Layout and Measurement	3	MFT	1613 Intro. to Brakes, Shears, Punch and Drill Presses
MFT	1213	Blueprint Reading and Sketching	3	MFT	1424 Special Welding Processes
MFT	1313	Oxyacetylene Cutting, Brazing and Welding ..	3	MFT	2435 Adv. Welding and Cutting
MFT	1413	Basic Principles and Practices of Arc Welding	3		
			15		

MACHINE SHOP TECHNOLOGY (MSTT)

Advisor: Mr. R. Clark

This program is designed to prepare students to enter the machinist trade at the apprentice level. The student will be able to interpret blueprints, make necessary shop mathematical calculations, skillfully operate the lathe, shaper, milling machine, grinders, drills, and make precision measurements. Also, the student will be competent in machining methods, metallurgy, heat treatments of metals, programming and operation of CNC equipment.

FRESHMAN YEAR

First Semester			Second Semester		
MFT	1313	Advanced Shop Math ..	3	MST	1124 Power Machinery II
MFT	1413	Blueprint Reading	3	MST	1523 Machine Tools II
MFT	1115	Power Machinery I	5	MST	1613 Precision Layout
MFT	1513	Machine Tools I	3	MST	1423 Advanced Blueprint Reading
ENG	1113	English Comp. I	3	Math/Science Elective ..	
			17		

SOPHOMORE YEAR

First Semester				Second Semester			
TDD	1133	Intro. to CAD	3	MST	2144	Advanced Power Machinery II	
MST	2135	Advanced Power Machinery I	5	MST	2725	Computer Numerical Control II	
MST	2714	Computer Numerical Control I	4	MST	2813	Metallurgy	
		Humanities/Fine Arts Elective	3	SPT	1113	Oral Communication Social/Behavioral Elective	
			15				

MACHINE SHOP TECHNOLOGY
CERTIFICATE PROGRAM
(MSTC)

First Semester				Second Semester			
MST	1313	Advanced Shop Math ..	3	MST	1124	Power Machinery II ..	
MST	1413	Blueprint Reading	3	MST	1523	Machine Tools II	
MST	1115	Power Machinery I	5	MST	1613	Precision Layout	
MST	1513	Machine Tools I	3	MST	1423	Advanced Blueprint Reading	
TDD	1133	Intro to CAD	3	MST	2813	Metallurgy	
			17				

VOCATIONAL PROGRAMS

The following East Central Community College Vocational Programs are designed to teach the students a trade. A certificate is issued upon satisfactory completion of one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each vocation and related fields, as well as laboratory experiences are given each student. A vocational learning lab is provided to give additional training to students in each trade area. See Cosmetology daily schedule, which includes seven hours a day, five days a week.

CARPENTRY & CABINET MAKING
(CCMA)

Advisor: Mr. Lyons

This program is designed to prepare the student for the entry level of Carpentry and Cabinet Making trades. It provides training in the basic skills and technical knowledge in both rough and finish carpentry and in cabinet making. This training includes proper tools, equipment and materials that are comparable to those that are used in the industry. This course of study will be centered around the performance of useful and/or productive jobs. A student who completes the first year will receive a certificate in Basic Carpentry. A student who completes the second year will receive a certificate in Advanced Carpentry.

BASIC CARPENTRY
(CCMA)

First Semester				Second Semester			
CAV	1115	Plans, Specification and Foundations	5	CAV	1128	Cabinet Construction ..	8
CAV	1215	Floor, Wall, Ceiling, Roof Framing & Roofing	5	CAV	1225	Hardware, Trim & Laminates	5
CAV	1317	Insulation, Exterior and Interior Finishing and Coordinating	7	CAV	1324	Cabinet Finishing	4
			17				17

ADVANCED CARPENTRY
(CACA)

First Semester				Second Semester			
CAV	2134	Blueprint Reading, Specs, Codes & Foundation	4	CAV	2148	Cabinet Construction Techniques	8
CAV	2235	Techniques in Framing and Roofing	5	CAV	2245	Laminate Application Trim and Hardware ...	5
CAV	2338	Exterior & Interior Finishing, Insulating and Coordinating	8	CAV	2344	Cabinet Finishing	4
			17				17

1,040 Clock Hours ... 68 Semester Hours
30 Clock Hours = One Semester Hour

COSMETOLOGY (COSM)

Advisor: Mrs. Griffin

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the state. A student enrolling must be at least 17 years of age or must have completed high school, or obtained the GED.

During the training period, students must maintain an average grade of 85 in theory and skill to be eligible for State Board Examination in order to attain a license. Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

First Semester		Second Semester	
COV 1117	Introduction to Cosmetology 7	COV 1225	Cosmetology Theory II 7
COV 1213	Cosmetology Theory I . . 3	COV 1512	Manicure and Pedicure 3
COV 1311	Scalp and Hair Care Treatment 1	COV 1333	Permanent Waves 3
COV 1323	Hair Shaping and Styling 3	COV 1343	Hair Coloring and Lightening 3
COV 1412	Care and Styling of Wigs 2	COV 1352	Chemical Hair Relaxing 3
	<hr/> 16		
Third Semester			
COV 1236	Cosmetology Theory III . 6		
COV 1612	Facials and Makeup . . . 2		
COV 1362	Thermal Techniques . . . 2		
COV 1712	Beauty Salon Management 2		
	<hr/> 12		

1500 Clock Hours 43 Semester hours
35 Clock Hours = One Semester Hour

COSMETOLOGY TEACHER TRAINING (CTTC)

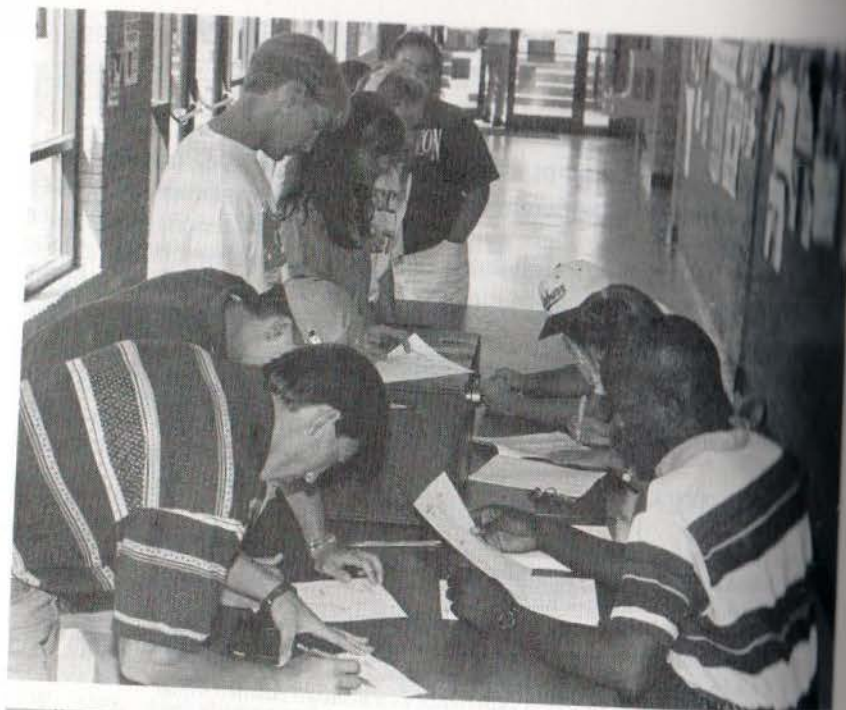
Advisor: Mrs. Griffin

Approved by MISSISSIPPI STATE BOARD OF COSMETOLOGY For Licensed Cosmetologist with minimum of two years experience.

Units of Instruction	Semester Hours	Clock Hours
CTV 2413 Teacher Trainee Observation	03	80
CTV 2415 The Professional Teacher	05	164
CTV 2433 Student Motivation and Learning	03	99
CTV 2449 Methods Management and Materials	09	332
CTV 2453 Testing and Evaluation	03	65
CTV 2461 Cosmetology Law, Rules, and Regulations	01	10
TOTAL	<hr/> 24	<hr/> 750

Requirements for entering program:

- Must be 21 years of age to take State Board Exam
- Read, write and speak English
- Graduate of an accredited cosmetology school
- Successfully completed 12 semester hours of approved academic coursework
- Hold a current, valid Mississippi Cosmetology License
- Two years active practical experience as a licensed cosmetologist



CHAPTER 6

DESCRIPTION OF COURSES

UNIVERSITY PARALLEL

East Central Community College adheres to the common course numbering system adopted by the Mississippi Association of Community Colleges. The numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. Course descriptions used in this catalog are those adopted in the uniform numbering system and are intended to be equivalent to those courses at the same level at four-year institutions.

ACCOUNTING

ACC 1213 — PRINCIPLES OF ACCOUNTING — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures and one hour laboratory. Three semester hours credit.

ACC 1223 — PRINCIPLES OF ACCOUNTING — A continuation of Accounting 1213. Prerequisite: Accounting 1213. Three lectures and one hour laboratory. Three semester hours credit.

AGRICULTURE

AGR 2313 — BASIC SOILS — A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. Three hours lecture. Three semester hours credit.

AGR 2343 — FOREST MEASUREMENTS — This course is designed to introduce the student to the techniques, instruments and practices of measuring forest inventories and cut-wood products for sales, timber management planning and forest studies. Three hours lecture. Three semester hours credit.

ART

- ART 1113 — ART APPRECIATION** — A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial arts) on a conceptual basis. Three lectures. Three semester hours credit.
- ART 1313 — DRAWING I** — Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1323 — DRAWING II** — (Prerequisite: ART 1313) Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1413 — DESIGN I** — Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1423 — DESIGN II** — (Prerequisite: ART 1413 or special permission of the instructor). Continuation of basic principles of design, color, and texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1913 — ART FOR ELEMENTARY TEACHERS** — Designed for the needs of the elementary education student. Includes essentials of public school art, study of development of the children's art, experiences with major forms of two-dimensional art problems, and experiences with a variety of media. Lectures and laboratory work. Three semester hours credit.
- ART 2513 — PAINTING I** — (Prerequisite: ART 1313, 1323, 1413 & 1423) Techniques used in painting water colors, oils, pastels, or other media in still life and landscape pictures. Six hours laboratory. Three semester hours credit.
- ART 2613 — CERAMICS I** — A studio course designed to cover the making of pottery from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures. An appreciation of the ceramics of the past and present will be included. Six hours laboratory. Three semester hours credit.

BIOLOGY

- BIO 1134 — GENERAL BIOLOGY** — A laboratory course in general biological principles including a survey of the kinds of plants and animals,

their structure, and function, and relationships with each other and the environment. Three lectures and two hours laboratory. Four semester hours credit.

- BIO 1144 — GENERAL BIOLOGY** — A continuation of BIO 1134. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2313 — DENDROLOGY** — A lecture/laboratory course concerning taxonomy, morphology, and identification of woody plants. Three hours lecture. Three semester hours credit.
- BIO 2414 — ZOOLOGY** — A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2424 — ZOOLOGY** — A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2514 — HUMAN ANATOMY AND PHYSIOLOGY** — Study is made of anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. Prerequisite: General Biology (BIO 1134 & 1144), or General Chemistry (CHE 1214), or ACT science score of 21, or Sophomore standing, or admission to a health related program at ECCC. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2524 — HUMAN ANATOMY AND PHYSIOLOGY** — A continuation of Anatomy and Physiology 2514 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: Human Anatomy 2514. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2924 — MICROBIOLOGY** — A survey of the microbes (microscopic organisms) of both plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy, and life cycles. Three hours lecture and two hours laboratory. Four semester hours credit.

BUSINESS ADMINISTRATION

- BAD 2323 — BUSINESS STATISTICS** — Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three semester hours credit.

BAD 2413 — THE LEGAL ENVIRONMENT OF BUSINESS — Designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Three semester hours credit.

CHEMISTRY

CHE 1114 — GENERAL CHEMISTRY SURVEY (BASIC) — A study of the physical properties of chemicals, their fundamental properties, laws and theories.

CHE 1214 — GENERAL CHEMISTRY I — Atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept, types of solutions, energy-enthalpy. Corequisite or prerequisite: college algebra.

CHE 1224 — GENERAL CHEMISTRY II — Gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination compounds. Prerequisites: satisfactory completion of General Chemistry I.

CHE 2424 — ORGANIC CHEMISTRY I — A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: General Chemistry II.

CHE 2434 — ORGANIC CHEMISTRY II — A continuation of Chemistry 2424. A study of Aromatic and complex compounds. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: Organic Chemistry I.

COMPUTER SCIENCE

CSC 1113 — INTRODUCTION TO COMPUTER CONCEPTS — A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three lectures. Three semester hours.

CSC 1213 — BASIC COMPUTER PROGRAMMING — The writing of programs using the BASIC computer language. It is not open to Data Processing or Computer Science majors. Three lectures. Three semester hours.

CSC 1123 — MICROCOMPUTER APPLICATIONS — Designed to teach the use of major applications packages as used on microcomputers in business, education, and other environments. The packages will include the DOS Operating System, Spreadsheet, Word Processing, Database,

and Graphics. Three hours lecture with open lab. Three semester hours credit.

CSC 1313 — FORTRAN PROGRAMMING — Introduction to digital computers and computer programming using the FORTRAN language. Three lectures. Three semester hours.

CSC 1613 — COMPUTER PROGRAMMING I — Introduction to problem-solving methods and algorithm development; designing, debugging, & documentation in a high-level programming language with a variety of applications. Three hours lecture. Credit, three semester hours.

CSC 2623 — COMPUTER PROGRAMMING II — Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging & testing of larger programs. Three hours lecture. Credit, three semester hours. Prerequisite: Computer Programming I.

ECONOMICS

ECO 2113 — PRINCIPLES OF ECONOMICS (MACRO ECONOMICS) — An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three semester hours credit.

ECO 2123 — PRINCIPLES OF ECONOMICS (MICRO ECONOMICS) — A continuation of Economics 2113 with emphasis on price and production theory. Three lectures. Three semester hours credit.

EDUCATION

EDU 1111 — LIBRARY SCIENCE — This course provides information concerning the development of books and libraries and instruction in and practice of the skills necessary for selecting, locating, and using library material.

EDU 1321 — CAREER EXPLORATION — A course designed to assist students in determining career goals. Interest tests and aptitude tests are given to help students determine career choices.

EDU 1411 — IMPROVEMENT OF STUDY — This course is designed to aid the student in three basic areas: adjustment to college life, development of good study skills, and the formation of good test-taking skills.

EDU 1811, 1821, 2811, and 2821 — Leadership I, II, III, IV — This course is limited to members of the Warrior Corps. Its purpose is to teach leadership skills and give the student a better understanding of the overall operation of the College. Among the leadership skills to be taught are

listening skills, time management, salesmanship, and information giving techniques.

EDU 1833 — LEADERSHIP AND ORGANIZATION SKILLS — A study of leadership styles, skills, roles, and functions of leaders of organizations. The course integrates writings from the humanities. These historical and philosophical works, which include multi-cultural readings, not only constitute the collective wisdom of mankind, but also provide rich insight into leading. The course will be taught as eleven skill units.

ENGINEERING

EGR 2413 — ENGINEERING MECHANICS (STATICS) — (Prerequisites: Calculus II, Physics II.) Equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Distributed forces, structures, friction, and moments of inertia in three dimensions. Three hours lecture. Three semester hours credit.

EDUCATIONAL PSYCHOLOGY

EPY 2513 — CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I) A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three semester hours credit.

EPY 2533 — HUMAN GROWTH AND DEVELOPMENT — A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities and interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people.

ENGLISH

ENG 1103 — DEVELOPMENTAL ENGLISH I — This course covers basic reading and oral communication skills with special emphasis on comprehension and vocabulary building in reading and standard English pronunciation in speaking. Three hours per week. Three semester hours credit.

ENG 1203 — DEVELOPMENTAL ENGLISH II — This course covers the basics of English writing with emphasis on identifying and correcting the problems of individual students. The course involves sentence and paragraph writing. Three hours per week. Three semester hours.

ENG 1113 — ENGLISH COMPOSITION — A study of grammar and composition, with emphasis on the sentence and the paragraph, readings, frequent themes. Three lectures. Three semester hours credit.

ENG 1123 — ENGLISH COMPOSITION — A continuation of English 1113 with emphasis on the whole composition. Readings, themes, and research paper required. Three lectures. Three semester hours credit.

ENG 1213 and 1223 — HONORS ENGLISH COMPOSITION — Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization and precise writing. Special attention given to critical reading, to written analysis, to using the library, and to documented research writing. Enrollment by invitation. Three semester hours credit each.

ENG 2133 — CREATIVE WRITING — Consent of the instructor is required. Writing the poem, the short story, and the play. Prerequisite: English Composition I.

ENG 2223 — AMERICAN LITERATURE I — Representative prose and poetry of the United States from colonial beginnings to Walt Whitman. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2233 — AMERICAN LITERATURE II — Representative prose and poetry of the United States from Walt Whitman to the present. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2323 — ENGLISH LITERATURE I — A survey of English literature from Beowulf through the Age of Neo-Classicism. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2333 — ENGLISH LITERATURE II — A survey of English literature from the Age of Revolution and Romance to the present time. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2353 — HONORS ENGLISH LITERATURE I — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from its beginnings until 1798. An individualized course with attempts to program the study of literature to the student's major interests and skills. Enrollment by invitation. Prerequisites: ENG 1113, ENG 1123.

ENG 2363 — HONORS ENGLISH LITERATURE II — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 1798 until the present. An individualized course which attempts to

program the study of literature to the student's major interest and skills. Enrollment by invitation. Prerequisites: ENG 1113, ENG 1123.

GEOGRAPHY

GEO 1113 — WORLD GEOGRAPHY — A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture. Three semester hours credit.

HEALTH PHYSICAL EDUCATION AND RECREATION

HPR 1131 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.

HPR 1141 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three semester hours credit.

HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three semester hours credit.

HPR 1551 — FITNESS AND CONDITIONAL TRAINING — This is a laboratory course in weight lifting or gymnastics (gymnastics limited to cheerleaders). Two hours laboratory.

HPR 1561 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in weight lifting or gymnastics (gymnastics limited to cheerleaders). Two hours laboratory.

HPR 2131 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.

HPR 2141 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.

HPR 2213 — FIRST AID — Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Three lectures. Three semester hours credit.

HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three semester hours credit.

HPR 2423 — FOOTBALL THEORY — A theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play.

HPR 2433 — BASKETBALL THEORY — A theoretical study of basketball from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization.

HPR 2436 — ATHLETIC TRAINING & TREATMENT OF INJURIES — A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and prevention of injuries; conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports.

HPR 2453 — BASEBALL THEORY — A theoretical study of baseball from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization.

HPR 2531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in tennis. Two hours per week. One semester hour credit.

HPR 2541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.

HPR 2551 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights, conditioning, or gymnastics (gymnastics limited to cheerleaders). Two hours per week. One semester hour credit.

HPR 2561 — FITNESS AND CONDITIONING TRAINING — Lecture and practice in weights, conditioning, or gymnastics (gymnastics limited to cheerleaders). Two hours per week. One semester hour credit.

HISTORY

HIS 1163 — WORLD CIVILIZATION I — A survey of man's struggle for civilization from early times to the times of the Commercial Revolution and the New Society. Covers all major areas of the world with all receiving appropriate attention. Three lectures. Three semester hours credit.

HIS 1173 — WORLD CIVILIZATION II — A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. Three lectures. Three semester hours credit.

HIS 2213 — AMERICAN (U.S.) HISTORY I — A survey of U.S. history from the period of discovery and exploration through Reconstruction.

HIS 2223 — AMERICAN (U.S.) HISTORY II — A survey of U.S. history from Reconstruction to the present. Three lectures. Three semester hours credit.

HIS 2243 — HONORS AMERICAN (U.S.) HISTORY I — Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required.

HIS 2253 — HONORS AMERICAN (U.S.) HISTORY II — Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required.

HOME ECONOMICS

HEC 1111 — SOCIAL USAGE — The essentials of good manners and accepted standards of social usage. One lecture. One semester academic hour credit.

HEC 1131 — INTRODUCTION TO MODELING — A course designed to teach students all the fundamentals of visual poise together with modeling techniques. Through this course, a student will learn not only basic rules for modeling, but will also learn the various fields of modeling and will gain experience modeling and writing commentaries. Two hours laboratory. One semester hour academic credit.

HEC 1141 — MODELING — A course designed to practice modeling and to train students to be professional models. The students will participate in style shows and for various other audiences. Prerequisite: Introduction to Modeling and selection to Fashion Squad. Two hours laboratory. One semester hour activity credit.

HEC 1253 — NUTRITION — This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three semester hours credit.

HUMANITIES

HUM 1113 — HUMANITIES — Deals with the achievements of Western man as reflected in the art, architecture, and customs of selected

European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the completion of the tour and the project, a student shall earn three semester hours of credit in the humanities.

HUM 1911 — PHI THETA KAPPA HONORS COURSE — Selected topics from the Honors Study Topic Program Guide published each year through Phi Theta Kappa International Honor Society. This course includes research, lecture, and discussion. A short paper is required. One semester hour credit.

HUM 1921 — PHI THETA KAPPA HONORS COURSE — A continuation of HUM 1911. One semester hour credit.

JOURNALISM

JOU 1111 — COLLEGE PUBLICATIONS — A laboratory course in college newspaper and yearbook production.

JOU 1121 — COLLEGE PUBLICATIONS — A continuation of JOU 1111.

JOU 2111 — COLLEGE PUBLICATIONS — A continuation of JOU 1121.

JOU 2121 — COLLEGE PUBLICATIONS — A continuation of JOU 2111.

MATHEMATICS

MAT 1203 — DEVELOPMENTAL ALGEBRA — Elementary Algebra. Three hours. Three semester hours credit.

MAT 1233 — INTERMEDIATE ALGEBRA — (Prerequisite: One year high school algebra or MAT 1203) This course is designed for students whose qualifications are deficient for College Algebra or Technical Math. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, simultaneous equations, and basic geometric concepts.

MAT 1313 — COLLEGE ALGEBRA — A review of algebraic operations, systems of linear equations, and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three semester hours credit.

MAT 1323 — TRIGONOMETRY — The study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three semester hours credit.

MAT 1333 — FINITE MATHEMATICS — Review of systems of linear equations and inequalities in two and three variables, linear programming, basic methodology of calculus with orientation toward business decision-making. Three lectures. Three semester hours credit.

MAT 1343 — ELEMENTARY FUNCTIONS — Selected topics from College Algebra and College Trigonometry. Three lectures. Three semester hours credit. Prerequisite: Two credits in algebra and 1 credit in advanced mathematics with minimum grade of B. By invitation only.

MAT 1613 — CALCULUS I — Coordinate systems, basic theorems of analytics, functions, limits, the derivative, the integral, differentiation and integration of algebraic functions, and applications. Three lectures. Three semester hours credit. (1823)

MAT 1623 — CALCULUS II — Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. Three lectures. Three semester hours credit. Prerequisite: MAT 1613.

MAT 1723 — THE REAL NUMBER SYSTEM — Structure and properties of number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three semester hours credit. Prerequisite: College Algebra or sophomore standing.

MAT 1733 — INFORMAL GEOMETRY AND ALGEBRA — Basic ideas and structure of algebra; intuitive foundations of geometry. Three lectures. Three semester hours credit. Prerequisite: College Algebra.

MAT 2613 — CALCULUS III — Solid analytics vector, improper integrals, line integration. Three lectures. Three semester hours credit.

MAT 2623 — CALCULUS IV — Infinite series, partial differentiation, multiple integrals. Three lectures. Three semester hours credit. Prerequisite: MAT 2613.

MAT 2913 — DIFFERENTIAL EQUATIONS — Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics and chemistry. Three lectures. Three semester hours credit. Prerequisite: MAT 2623.

MODERN FOREIGN LANGUAGE

MFL 1113 — ELEMENTARY SPANISH I — Designed to develop language skills of speaking, reading and writing. Phonetic symbols are used to aid correct pronunciation. Three lectures. Three semester hours credit.

MFL 1123 — ELEMENTARY SPANISH II — A continuation of Spanish 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three semester hours credit.

MFL 2213 — INTERMEDIATE SPANISH I — A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversation tapes are used.

MFL 2223 — INTERMEDIATE SPANISH II — A continuation of Spanish 1113. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students use of the language.

MUSIC FOUNDATIONS

(Education, History, Literature and Theory)

MUS 1113 — MUSIC APPRECIATION — A listening and lecture course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three semester hours credit.

MUS 1123 — MUSIC SURVEY (Majors) — A listening course, designed to acquaint the music major with basic stylistic traits of the major eras of music history from the Middle Ages to the present. Three lectures. Three semester hours credit.

MUS 1133 — FUNDAMENTALS OF MUSIC — Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions.

MUS 1214 — MUSIC THEORY I — Basic training in harmonic, melodic, and rhythmic elements of music. Four-part writing, ear-training, dictation, keyboard-harmony, and sight singing. Three lectures and two hours laboratory. Four semester hours credit.

MUS 1224 — MUSIC THEORY II — A continuation of MUS 1214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2214 — MUSIC THEORY III — A continuation of MUS 1224. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2224 — MUSIC THEORY IV — A continuation of MUS 2214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2513 — MUSIC FOR CHILDREN I — Music course designed for elementary education majors. A study of the fundamentals of music, singing activities, accompanying skills and the application of teaching music to children. Three lectures. Three semester hours credit.

MUSIC APPLIED

(Brass, Guitar, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before scheduling.

MUA 1141, 1151, 2141, 2151 — BRASS FOR NON-MAJORS (Elective Brass) I, II, III, & IV — Half-hour lesson. One semester hour credit.

- MUA 1172, 1182, 2172, 2182 — BRASS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1242, 1252, 2142, 2152 — GUITAR FOR MAJORS I, II, III, & IV — One hour lessons. Two semester hours credit.
- MUA 1331, 1341, 2331, 2341 — ORGAN FOR NON MAJORS (Elective Organ) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1362, 1372, 2362, 2372 — ORGAN FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1441, 1451, 2441, 2451 — PERCUSSION FOR NON-MAJORS (Elective Percussion) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1511, 1521, 2511, 2521 — CLASS PIANO I, II, III, & IV — One hour lesson. One semester hour credit.
- MUA 1541, 1551, 2541, 2551 — PIANO FOR NON-MAJORS (Elective piano - Prerequisite: Previous piano study) I, II, III, & IV - Half-hour lesson. One semester hour credit.
- MUA 1572, 1582, 2572, 2582 — PIANO FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1711, 1721, 2711, 2721 — CLASS VOICE I, II, III, & IV — One hour lesson. One semester hour credit.
- MUA 1741, 1751, 2741, 2751 — VOICE FOR NON-MAJORS I, II, III, & IV — One-half hour lesson. One semester hour credit.
- MUA 1772, 1782, 2772, 2782 — VOICE FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1841, 1851, 2841, 2851 — WOODWINDS FOR NON-MAJORS (Elective Woodwinds) I, II, III, & IV — Half-hour lesson. One semester hour credit.
- MUA 1872, 1882, 2872, 2882 — WOODWINDS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.
- MUA 1472, 1482, 2472, 2482 — PERCUSSION FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUSIC ORGANIZATIONS

(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

- MUO 1111, 1121, 2111, 2121 — BAND I, II, III, & IV — One semester hour credit.
- MUO 1141, 1151, 2141, 2151 — COLLEGIANS I, II, III, & IV — One semester hour credit.

- MUO 1171, 1181, 2171, 2181 — JAZZ BAND I, II, III, & IV — One semester hour credit.
- MUO 1211, 1221, 2211, 2221 — CHOIR I, II, III, & IV — One semester hour credit.
- MUO 1241, 1251, 2241, 2251 — ACCENTS I, II, III, & IV — One semester hour credit.

PHILOSOPHY AND BIBLE

- PHI 1113 — OLD TESTAMENT SURVEY — This is a study of the Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy and poetry.
- PHI 1133 — NEW TESTAMENT SURVEY — This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in Gospels, Acts, and the other New Testament books.

PHYSICS

- PHY 2313 — SURVEY OF GENERAL PHYSICS I — A study of laws of mechanics, heat, and sound. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2323 — SURVEY OF GENERAL PHYSICS II — A study of laws of electricity and light. Two lectures and two hours laboratory. Three semester hours credit.
- PHY 2414 — GENERAL PHYSICS — The fundamental concepts and laws of mechanics, heat and sound. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1323.
- PHY 2424 — GENERAL PHYSICS — The fundamental concepts and laws of electricity, magnetism, light and modern physics. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2414.
- PHY 2514 — GENERAL PHYSICS 1-A — Taught with the aid of calculus. A study of mechanics, heat, and sound. Primarily for engineering, science, and mathematics students. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1623, corequisite MAT 2613.
- PHY 2524 — GENERAL PHYSICS 11-A — Taught with the aid of calculus. A study of magnetism, electricity, and light. Primarily for engineering. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2514.

POLITICAL SCIENCE

PSC 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects of and basis for American Government. Three lectures. Three semester hours credit.

PSYCHOLOGY

PSY 1513 — GENERAL PSYCHOLOGY — An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development, principles of learning, sensation and perception, thinking, statistics, personality, and intelligence. Three lectures. Three semester hours credit.

SECRETARIAL SCIENCE

SEC 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit.

SEC 1123 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary Typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts and tabulation. Three semester hours credit.

SEC 1213 — ELEMENTARY SHORTHAND — Introduction to the theory and practice of Gregg shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit.

SEC 1223 — INTERMEDIATE SHORTHAND — (Prerequisite: Elementary shorthand or equivalent and typewriting). Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit.

SEC 2113 — ADVANCED TYPEWRITING — A continuation of SEC 1113.

SEC 2533 — WORD PROCESSING I — (Prerequisite: Typewriting/Keyboarding and an Introductory Computer Course) instruction in the use of the microcomputer/word processor. Three semester hours credit.

SEC 2543 — WORD PROCESSING II — This course is designed to equip students with enough basic knowledge and understanding to produce finished documents on any word processing system. Keyboarding skills are acquired through actual applications. Prerequisites: Typewriting, SEC 1113 or SEC 1123, Word Processing I, SEC 2533. Three hours lectures plus additional lab work.

SOCIOLOGY

SOC 2113 — INTRODUCTION TO SOCIOLOGY — Deals with human relationships. Students will receive a synopsis of the whole field of sociology including the social world, the social and cultural process within this world, and the integration of the processes in relation to the individual, the group, and the institution. Three lectures. Three semester hours credit.

SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lectures. Three semester hours credit.

SPEECH AND THEATRE

SPT 1113 — ORAL COMMUNICATION (PRINCIPLES OF SPEECH) — Correct and effective English: correct pronunciation and enunciation, breath control, study and practice in making speeches for all occasions, and emphasis on organization of material and practice in speaking before the group. Three lectures. Three semester hours credit.

SPT 1213 — FUNDAMENTALS OF THEATRE — A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama and investigation of essential elements of play production. Three lectures. Three semester hours credit.

SPT 1233 — ACTING — An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Three semester hours credit.

SPT 1241 — Drama Production I — Participation in college drama productions.

SPT 1251 — Drama Production II — Participation in college drama.

SPT 2241 — Drama Production III — Participation in college drama.

SPT 2251 — Drama Production IV — Participation in college drama.

HEALTH RELATED

ASSOCIATE DEGREE NURSING PROGRAM

NUR 1118 — FUNDAMENTALS OF NURSING I — Foundation for all subsequent nursing courses. Introduction to nursing, the nursing process, patient assessment, and normal basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Areas of study include pharmacology, asepsis, assessment and problem-solving, nursing care plans, nursing diagnosis, and therapeutic communication. The student will acquire proficiency in basic nursing skills to care for patients in nursing homes and hospitals. Clinical facilities include college laboratory, hospitals, and nursing homes. Prerequisites: BIO 2514, BIO 2524, ENG 1113. Six hours lecture, six hours laboratory. Eight semester hours credit.

NUR 1128 — NURSING SCIENCE II — In this course of nursing the study of the nursing process will be used to assess, plan and implement nursing care to assist the patients in meeting their basic needs at all ages. Areas of study include patients in medical/surgical units following surgery as well as gastrointestinal problems, cardiac and respiratory and patients experiencing electrolyte and fluid imbalance. At this level the student will begin to accept increased responsibility for self learning. Hospitals, college laboratory and community agencies are used for clinical experience. Prerequisite: NUR 1118. Five hours lecture, nine hours laboratory. Eight semester hours credit.

NUR 1133 — CONCEPTS OF PSYCHIATRIC/MENTAL HEALTH NURSING — This course offers fundamental concepts for the provision of care for patients with unmet psychosocial needs. The psychopathology underlying altered behavioral responses to unmet needs will be explored as a basis for understanding the rationale for nursing approaches. Focus of study includes patients in postpartum depression, crisis and neuroses. Prerequisites: NUR 1118, ENG 1113, ENG 1123, BIO 2514, BIO 2524, EPY 2533. Fifty clock hours clinical, two hours lecture. Three semester hours credit.

NUR 2121 — NURSING SEMINAR — This seminar is designed to promote active participation in MSNA, the professional student nursing organization. The seminars will consist of monthly nurses' meetings. Certain goals and objectives set by the SNA will be carried out by the group. There will be group discussions on what is happening in nursing today, etc. One semester hour credit for four semesters of participation.

NUR 2149 — NURSING SCIENCE III — Students increase skills in giving patient care to individuals with complex health problems by use of nursing process and become proficient in writing nursing care plans

and nursing diagnoses. All types of patients will be included for this plan of study to build on knowledge from the previous year. The individual student will become more responsible for identifying and reporting on patient problems. Problems focused on this semester will be cancer, blood dyscrasias, and the musculo-skeletal, genitourinary, and nervous systems, care of the normal newborn, pre-natal and post-natal care of the maternity patient. The student will care for high risk mothers and newborns and gynecological problems while combining their care with knowledge gained about patients with altered or impaired mental states, patients having surgery: recovery room, surgical, and post-operative patients. The college laboratory, hospitals, dialysis and nursing homes will be used for clinical experiences. The students will become more responsible for their learning experiences for this semester. Prerequisites: BIO 2524, ENG 1113, ENG 1123, EPY 2533, NUR 1118, NUR 1128, NUR 1133, BIO 2924, and SOC 2113. (Prerequisites or student may be currently enrolled.) Six hours lecture, twelve hours laboratory. Nine semester hours credit.

NUR 2159 — NURSING IV — The area of study for this course is using the nursing process for the advanced care of the more critically ill patient with more complex problems for all ages. The students will begin to prepare for the role of graduate as they increase their skill, knowledge, and responsibility for patient care. Emphasis will be placed on modern trends in nursing as well as legal responsibility of the individual nurse. The student will be required to assume more responsibility for the patients assigned and will see an increase in the number of patients to prepare for setting priorities for a group of patients. Prerequisites: NUR 1124, NUR 1133, NUR 2149, SOC 2113, HEC 1253, (SPT 1113 Prerequisite or student may be currently enrolled.) Six hours lecture, 12 hours laboratory. Nine semester hours credit.

NUR 2161 — MANAGEMENT OF NURSING CARE — This course's emphasis is on beginning skills in management. Emphasis will be placed on case management as well as team leadership, and role playing as head nurse of a unit. The student will increase in overall skills implementing the nursing process and nurse-patient relationship. Prerequisites: Student should be enrolled in NUR 2159. One hour lecture, one semester hour credit. The student is eligible for graduation at the end of this semester.

NUR 2941 — NCLEX REVIEW — A comprehensive, simulated review of the National Council Licensure Examination for Registered Nurses. The lab is intended to assist in the preparation of students for writing the State Board Exam. 0 hours lecture, 2 hours lab, 1 semester hour credit.

PRACTICAL NURSING

- PNV 1113 — BASIC NUTRITION — This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. Three hours lecture. Three semester hours credit.
- PNV 1213 — BODY STRUCTURE AND FUNCTION — This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Two hours lecture. Two hours lab. Three semester hours credit.
- PNV 1312 — GROWTH AND DEVELOPMENT — This course is a study of the normal developmental processes of humans from infancy to adulthood, including physical, emotional, social, and intellectual aspects. Two hours lecture. Two semester hours credit.
- PNV 1425 — FUNDAMENTALS OF NURSING — This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions and resource agencies available. The course also includes personal health care, basic math, medical terms, medical and apothecary systems. Included is preparation to assist the patient in meeting basic living needs. Prerequisite: This course requires concurrent registration in PNV 1434. It also requires a passing grade in PNV 1425 and PNV 1434 to receive credit for these courses. Five hours lecture. Five semester hours credit.
- PNV 1434 — FUNDAMENTALS OF NURSING LAB — This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. Eight hours lab. Four semester hours credit. Prerequisites: Concurrent registration in PNV 1425 is required. It also requires a passing grade in PNV 1425 and PNV 1434 in order to receive credit for these courses.
- PNV 1412 — GERIATRIC NURSING — This course uses the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. One hour lecture. Three hours clinical. Two semester hours credit. Prerequisites: Completion of Fundamentals of Nursing (PNV 1425) and Fundamentals of Nursing Lab (PNV 1434).
- PNV 1615 — MEDICAL/SURGICAL NURSING I — This course introduces nursing theory for selected medical-surgical disorders. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Five hours lecture. Five semester hours credit. Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and

Development (PNV 1312), Geriatric Nursing (PNV 1412), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1624 is required. It also requires a passing grade in PNV 1615 and PNV 1624 in order to receive credit for these courses.

PNV 1624 — MEDICAL/SURGICAL NURSING LAB AND CLINICAL I

This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. Nine hours clinical. Two hours lab. Four semester hours credit. Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Geriatric Nursing (PNV 1412), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1615 is required. It also requires a passing grade in PNV 1615 and PNV 1624 in order to receive credit for these courses.

PNV 1633 — MEDICAL/SURGICAL NURSING II — In this course, the student utilizes the nursing process to assist in meeting daily needs of patients with selected medical-surgical problems. The course introduces nursing theory for selected medical-surgical disorders and nursing skills are introduced. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Three hours lecture. Three semester hours credit. Prerequisites: Concurrent registration in PNV 1644 is required. It also requires a passing grade in PNV 1633 and PNV 1644 in order to receive credit for these courses.

PNV 1644 — MEDICAL/SURGICAL LAB AND CLINICAL II — This course includes supervised clinical experience for application of medical/surgical theory. Develop skill in the nursing process by applying principles and knowledge gained in preceding courses. Nine hours clinical. Two hours lab. Four semester hours credit. Prerequisites: All first semester PNV courses. Concurrent registration in PNV 1633 is required. It also requires a passing grade in PNV 1633 and PNV 1644 in order to receive credit for these courses.

PNV 1513 — PHARMACOLOGY — This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurements, regulatory requirements and basic principles of drug administration. Two hours lecture. Two hours lab. Three semester hours credit. Prerequisites: All first semester PNV courses.

PNV 1717 — MATERNAL-CHILD NURSING — This course uses the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child and the family unit during normal and complicated conditions. Clinical experiences include perinatal

labor and delivery, postpartum, newborn, and pediatrics. Nine hours clinical. Four hours lecture. Seven semester hours credit. Prerequisites: All first semester PNV courses.

PNV 1813 — **PSYCHIATRIC CONCEPTS** — This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. Two hour lecture. Three hours clinical. Three semester hours credit. Prerequisites: First semester PNV courses

PNV 1912 — **NURSING TRANSITION** — This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. One hour lecture. Three hours clinical. Two semester hours credit. Prerequisites: All first semester PNV courses

MEDICAL OFFICE TECHNOLOGY CONCENTRATION BUSINESS AND OFFICE CLUSTER

See the Business Technology course descriptions in reference to the above field.

SURGICAL TECHNOLOGY

SUT 1113 — **FUNDAMENTALS OF SURGICAL TECHNOLOGY** — Basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, and interpersonal relationships. Three hours lecture. Three semester hours credit.

SUT 1216 — **PRINCIPLES OF SURGICAL TECHNIQUE** — A comprehensive study of aseptic technique, safe patient care, pharmacology, anesthesia, and surgical techniques. Two hours lecture. Eight hours lab. Six semester hours credit.

SUT 1314 — **SURGICAL ANATOMY** — Emphasis is placed on structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Three hours lecture. Two hours lab. Four semester hours credit.

SUT 1413 — **SURGICAL MICROBIOLOGY** — Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. Three hours lecture. Three semester hours credit.

SUT 1518 — **BASIC AND RELATED SURGICAL PROCEDURES** — This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general, gynecology, obstetrics, urology, and anesthesia recovery. Four hours lecture. Twelve hours clinical. Eight semester hours credit. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413).

SUT 1528 — **SPECIALIZED SURGICAL PROCEDURES** — This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; ophthalmology; plastics; pediatrics; burns; diagnostic procedures; and hemostasis. Clinical experience in area hospital surgical suite and related departments. Four hours lecture. Twelve hours clinical. Eight semester hours credit. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413).

SUT 1538 — **ADVANCED SURGICAL PROCEDURES** — Instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, and cardiovascular surgery. Clinical experience in area hospital surgical suites. Comprehensive final examination. Four hours lecture. Twelve hours clinical. Eight semester hours credit. Prerequisites: Basic and Related Surgical Procedures (SUT 1518).

TECHNICAL

AUTOMOTIVE BODY REPAIR TECHNOLOGY

ABT 1113 — **HARDWARE, GLASS AND TRIM** — A course in the removal and replacement of glass, the alignment of windows, the repair and replacement of trim, and the application of pinstriping. One hour lecture, four hours lab. Three semester hours credit.

ABT 1123 — **FASTENERS AND INTERIOR TRIM** — A course which provides instruction and practice in removing and reinstalling interior trim items such as head-liners, seats, and seat belts. Includes instruction in safety precautions to be used when working with vehicles equipped with air bags. Basic auto construction, and shop operations are part of this course. One hour lecture, four hours lab. Three semester hours credit.

ABT 1213 — **WIND NOISE AND WATER LEAK** — A course devoted to the location and repair of wind noise and water leaks in automobiles. One hour lecture, four hours lab. Three semester hours credit.

ABT 1314 — AUTOMOTIVE BODY WELDING AND CUTTING — A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the plasma arc torch and MIG welder in repairing the high strength steels used in unibody construction. One hour lecture, six hours lab. Four semester hours credit.

ABT 1323 — SHEET METAL REPAIR — A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in using various tools to remove dents and wrinkles in sheet metal and the repair of rusted panels. Basic repairs of other body materials: plastic, fiberglass, aluminum, sheet molded compounds are covered as well. One hour lecture, four hours lab. Three semester hours credit.

ABT 1333 — MAJOR METAL REPAIR — A course in the repair, replacement, and refinish of panels and other major body components. Includes instruction in the use of power equipment. Basic pulling, fitting and alignment will be covered in this course. One hour lecture, four hours lab. Three semester hours credit. Prerequisite: ABT 1323 - Sheet Metal Repair.

ABT 1413 — BUMPER AND GRILLE REPAIR — A course in the repair and replacement of bumpers, grilles, and related front-end body parts including headlights. Methods of disassembly and reassembly are part of this course. One hour lecture, four hours lab. Three semester hours credit.

ABT 1514 — REFINISHING — A course to provide advanced skills and knowledge in the application of paint and sealants to automobiles. Includes instruction and practice in the refinishing of aluminum and the application of special coatings. Workers right to know and other OSHA and EPA regulations are also covered. One hour lecture, six hours lab. Four semester hours credit.

ABT 2133 — ROOF REPAIR — A course in the repair, refinishing, and replacement of metal and vinyl roofs on vehicles. One hour lecture, four hours lab. Three semester hours credit. Prerequisites: ABT 1323 - Sheet Metal Repair, ABT 1514 - Refinishing.

ABT 2524 — ADVANCED REFINISHING — A continuation of the refinishing course with emphasis on advanced techniques including detailing, pinstriping, airbrushing, lettering, and special techniques for fiberglass. Color analysis, tinting and matching difficult colors. One hour lecture, six hours lab. Four semester hours credit. Prerequisite: ABT 1514 - Refinishing.

ABT 2614 — CONVENTIONAL FRAME REPAIR — An introduction to repair of conventional frame vehicles. Includes instruction in setting up

alignment equipment and in analyzing frame damage. One hour lecture, six hours lab. Four semester hours credit.

ABT 2624 — ADVANCED FRAME REPAIR — A course designed to provide instruction and practice in the repair and realignment of conventional frames and unibody structural members. Two hours lecture, four hours lab. Four semester hours credit. Prerequisite: ABT 2614 - Conventional Frame Repair.

ABT 2713 — FIBERGLASS REPAIR — A course to provide instruction and practice in the repair of fiberglass body parts of automobiles. One hour lecture, four hours lab. Three semester hours credit.

ABT 2813 — COLLISION ANALYSIS AND ESTIMATION — This course covers how to determine replaceable parts, estimation of repair time, use of reference manuals, and legal aspects of automotive body repair. Two hour lecture, two hours lab. Three semester hours credit.

ABT 2913 — SHOP MANAGEMENT — An introduction to small business management techniques as applied to the automotive body repair shop. Includes information and practice on records and financial responsibilities, shop layout, inventory, and employee-employer relations. Two hours lecture, two hours lab. Three semester hours credit.

AUTOMOTIVE TECHNOLOGY

ATT 1114 — ELECTRICAL SYSTEM — This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1213 — BRAKES — This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking system problems and the repair of brake systems. Two hours lecture. Two hours lab. Three semester hours credit.

ATT 1315 — MANUAL DRIVE TRAIN/TRANSAXLE — This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. It includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 1513 — BASIC FUEL SYSTEMS — This is a course designed to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems and

emission control. It includes instruction in the diagnosis and repair/adjustment of carburetors and conventional emission control systems. Two hours lecture. Two hours lab. Three semester hours credit.

ATT 1414 — BASIC ENGINE PERFORMANCE — This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two hours lecture. Two hours lab. Four semester hours credit.

ATT 1715 — ENGINE REPAIR — This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automobile type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts and oil pumps. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 2325 — AUTOMATIC TRANSMISSIONS/TRANSAXLES — This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of automotive type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Three hours lecture. Four hours lab. Five semester hours credit.

ATT 2334 — STEERING AND SUSPENSION SYSTEMS — This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering system components. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2335 — COMPUTERIZED ENGINE CONTROLS — This is a course designed to provide technical skills and knowledge associated with computer controls found on newer cars. It includes instruction and practice in the diagnosis and correction of problems associated with computer controls of the ignition and fuel injection system. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 2343 — WHEEL ALIGNMENT — This is a course designed to provide technical skills and knowledge related to the alignment of both front and rear wheels on automobiles. It includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. One hour lecture. Four hours lab. Three semester hours credit.

ATT 2524 — ADVANCED CARBURATION SYSTEMS — This course provides technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors.

includes instruction and practice in the diagnosis and correction of problems associated with electronic ignition systems, pollution control systems and other features found on newer model fuel systems. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2614 — HEATING AND AIR CONDITIONING — This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture. Four hours lab. Four semester hours credit.

BUSINESS AND OFFICE TECHNOLOGY

BOV 1013 — KEYBOARDING — Introduction to the computer alphabetic and numeric keyboard with emphasis on developing correct keyboarding techniques. Three hours lecture. Three semester hours credit.

BOT 1102 — KEYBOARD SPEED BUILDING — (Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm). This course develops speed and accuracy on the keyboard. Exit requirement: keyboard timed, straight copy material at a minimum of 45 gwpm with a maximum of 1 error per minute. One hour lecture. Two hours lab. Two semester hours credit.

BOT 1113 — DOCUMENT FORMATTING AND PRODUCTION — (Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm). This course emphasizes formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1123 — WORD PROCESSING APPLICATIONS — (Prerequisites: BOT 1133 Microcomputer Applications and BOT 1113 Document Formatting and Production). This course focuses on production of complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1133 — MICROCOMPUTER APPLICATIONS — (Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm.) This course will introduce an operating system, word processing, spreadsheet, and database management software applications. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1213 — PROFESSIONAL DEVELOPMENT — This course develops an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional image, work ethics, time and

stress management, and human relations skills. Three hours lecture. Three semester hours credit.

BOT 1313 — APPLIED BUSINESS MATH — This course is designed to develop competency in mathematics for business use. Ten-key hand method on the electronic desktop calculators is stressed. Three hours lecture. Three semester hours credit.

BOT 1413 — RECORDS MANAGEMENT — This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall—paper, image, and digital—and the treatment of these categories in proper management, storage, and retrieval. Decision-making, judgment, and other management skills will be applied to case studies. Basic application of filing classification skills will also be taught. Three hours lecture. Three semester hours credit.

BOT 1433 — BUSINESS ACCOUNTING — This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture. Three semester hours credit.

BOT 1513 — MACHINE TRANSCRIPTION — (Prerequisites: BOT 1113 Document Formatting and Production and BOT 1713 Mechanics of Communication). This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1613 — MEDICAL OFFICE TERMINOLOGY I — This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. Three hours lecture. Three semester hours credit.

BOT 1623 — MEDICAL OFFICE TERMINOLOGY II — This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Medical Office Technology. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1713 — MECHANICS OF COMMUNICATION — This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three hours lecture. Three semester hours credit.

BOT 1813 — ELECTRONIC SPREADSHEET — (Prerequisites: BOT 1313 Applied Business Math and BOT 1133 Microcomputer Applications). This course focuses on advanced applications of the electronic

spreadsheet as an aid to management decision making. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1133 — DESKTOP PUBLISHING — (Prerequisite: BOT 1123 Word Processing Applications). This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1142 — OPERATING SYSTEMS — (Prerequisite: BOT 1133, Microcomputer Applications). This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. One hour lecture. Two hours lab. Two semester hours credit.

BOT 1323 — DATABASE MANAGEMENT — (Prerequisite: BOT 1133 Microcomputer Applications). This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1413 — COMPUTERIZED ACCOUNTING — (Prerequisite: BOT 1433 Business Accounting). This course applies basic accounting principles using a computerized accounting system. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1423 — INCOME TAX ACCOUNTING — (Prerequisite: BOT 1433 Business Accounting). This course is designed to be an introductory tax accounting class with insight in federal income tax laws and preparation of reports. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1433 — PAYROLL ACCOUNTING — (Prerequisite: BOT 1413 Computerized Accounting). This course provides an in-depth study of payroll accounting. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1443 — ADVANCED BUSINESS ACCOUNTING — (Prerequisite: BOT 1433 Business Accounting). This course is designed as a continuation of Business Accounting. Three hours lecture. Three semester hours credit.

BOT 1523 — MEDICAL MACHINE TRANSCRIPTION I — (Prerequisites: BOT 1113 Document Formatting and Production, BOT 1613 Medical Office Terminology I, and BOT 1713 Mechanics of Communications). This course is designed to teach transcription of various medical documents. One hour lecture. Four hours lab. Three semester hours credit.

BOT 2533 — MEDICAL MACHINE TRANSCRIPTION II — (Prerequisite: BOT 2523 Medical Machine Transcription I). This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. One hour lecture. Four hours lab. Three semester hours credit.

BOT 2713 — ADVANCED MICROCOMPUTER APPLICATIONS — (Prerequisite: BOT 1133 Microcomputer Applications). This course develops the ability to use an operating system to integrate activities using applications software which includes word processing, database, spreadsheet, graphics, and telecommunications. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2723 — ADMINISTRATIVE OFFICE PROCEDURES — (Prerequisites: Ability to key straight copy material at a minimum of 40 gwpm and BOT 1133 Microcomputer Applications). This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2743 — MEDICAL OFFICE CONCEPTS — (Prerequisites: BOT 1613 Medical Office Terminology I and/or BOT 1623 Medical Office Terminology II, and BOT 1113 Document Formatting and Production). This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2753 — MEDICAL INFORMATION MANAGEMENT — (Prerequisite: BOT 2743 Medical Office Concepts). This course will continue coverage of medical office issues with emphasis on health insurance filing and medical office software. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2813 — BUSINESS COMMUNICATION — (Prerequisite: BOT 1713 Mechanics of Communication and ability to key straight copy material at a minimum of 40 gwpm). This course develops communication skills with emphasis on principles of writing business correspondence and reports and analyzing and summarizing information in a logically written presentation. Three hours lecture. Three semester hours credit.

CHILD DEVELOPMENT TECHNOLOGY

CDT 1114 — CHILD CARE PROFESSION — This course provides activities in the types of child care, and observing and recording child

behavior. Room arrangements, software, play, and safety are evaluated. Three hours lecture. Two hours lab. Four semester hours credit. ✓

CDT 1214 — INFANT AND TODDLER DEVELOPMENT — This course provides for acquisition of knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care giving in group care through classroom laboratory or collaborative centers. Three hours lecture. Two hours lab. Four semester hours credit.

CDT 1224 — CHILD GROWTH AND DEVELOPMENT — The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. Three hours lecture. Two hours lab. Four semester hours credit.

CDT 1313 — ART FOR PRESCHOOL CHILDREN — Planning and developing art experiences beneficial to the preschool child. Lab activities with the children implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.

CDT 1333 — LANGUAGE ARTS FOR PRESCHOOL CHILDREN — Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit. 3 hr. lecture). ✓

CDT 1323 — MUSIC/MOVEMENT FOR PRESCHOOL CHILDREN — Development of the preschool child in the areas of listening, singing, and movement. Planning musical movement experiences for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit. ✓

CDT 1514 — CHILD NUTRITION AND HEALTH CARE — Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. Four hours lecture. Four semester hours credit. ✓

CDT 2233 — GUIDING SOCIAL AND EMOTIONAL BEHAVIOR — Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit. ✓

CDT 2413 — ATYPICAL CHILD DEVELOPMENT — This course provides information concerning growth and development, intervention strategies, and working with families having atypical child. Two hours lecture. Two hours lab. Three semester hours credit.

- ✓ CDT 2613 — METHODS AND MATERIALS — Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.
- ✓ CDT 2713 — SOCIAL STUDIES, MATH, AND SCIENCE FOR PRESCHOOL CHILDREN — Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.
- CDT 2813 — ADMINISTRATION OF PRESCHOOL PROGRAMS — Concepts in the administration of quality preschool programs. Three hours lecture. Three semester hours credit.
- ✓ CDT 2915 — TECHNICAL PRACTICUM I — (Corequisites: Art for Preschool Children (CDT1313), Child Nutrition and Health Care (CDT 1513), Language Arts for Preschool Children (CDT 1323) and Music/Movement for Preschool Children (CDT 1413). This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year olds). Completion of the objectives provides opportunities for students to implement experiences planned in the co-requisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the child care settings used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. Ten hours lab. Five semester hours credit.
- ✓ CDT 2925 — TECHNICAL PRACTICUM II — (Corequisites: Guiding Social and Emotional Behavior (CDT 2243), Methods and Materials (CDT 2613), Social Studies, Math, and Science for the Preschool Children (CDT 2713), Administration of Preschool Programs (CDT 2813). This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year olds). Completion of the objectives provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the two practicum courses. Ten hours lab. Five semester hours credit.

COMPUTER TECHNOLOGY

- CPT 1114 — INTRODUCTION TO COMPUTERS — Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, data management, graphics, and BASIC programming. Three lectures, 2 hours laboratory. Four semester hours credit.

- CPT 1214 — COMPUTER CONCEPTS AND PROGRAMMING LOGIC — Introduction to the history, concepts, terminology, and theory of computers and programming logic. Three lectures, two hours laboratory. Four semester hours credit.
- CPT 1313 — COMPUTER OPERATIONS — (Prerequisite: Computer Concepts and Programming Logic). A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two lectures, two hours laboratory. Three semester hours credit.
- CPT 1324 — SYSTEMS ANALYSIS AND DESIGN — Use of computer technology, equipment and management sciences meeting information needs of business. Development of systems analysis of present information flow, systems specifications, equipment selections and implementation of systems. Two lectures, four hours laboratory. Four semester hours credit.
- CPT 1224 — BASIC PROGRAMMING LANGUAGE — Introduction to computer programming using BASIC language routines to include sort, controlled loops, multidimensional arrays and modular programming. Two lectures, four hours laboratory. Four semester hours credit.
- CPT 1234 — INTRODUCTION TO RPG PROGRAMMING LANGUAGE — This course is designed to introduce the student to the RPG language and using the computer in business applications in an on-line environment. Two lectures, four hours laboratory. Four semester hours credit.
- CPT 1244 — INTRODUCTION TO COBOL PROGRAMMING LANGUAGE — This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing and table processing techniques. Two lectures, four hours laboratory. Four semester hours credit.
- CPT 2264 — ADVANCED RPG PROGRAMMING LANGUAGE — (Prerequisite: Introduction to RPG Programming Language). This course introduces the student to the processing of multiple data files, tables, arrays, and screen processing. Two lectures, four hours laboratory. Four semester hours credit.
- CPT 2274 — ADVANCED COBOL PROGRAMMING LANGUAGE — (Prerequisite: Introduction to COBOL Programming). The student will gain the knowledge of control-breaks and interactive programming. Emphasis is placed on software design techniques. Programming exercises and case studies are drawn from typical business applications. Two lectures, four hours laboratory. Four semester hours credit.
- CPT 2623 — ELECTRONIC SPREADSHEET — This course is an introduction to the electronic spreadsheet. Students will gain experience in the

construction and use of spreadsheets as an aid to management decision making. Two hours lecture, two hours laboratory. Three semester hours credit.

CPT 2723 — DATA BASE MANAGEMENT — This course is a study of concepts used in Data Management. The student will become proficient in creating files, entering and updating data, and retrieving information. Two hours lecture, two hours laboratory. Three semester hours credit.

DRAFTING AND DESIGN TECHNOLOGY

DDT 1114 — FUNDAMENTALS OF DRAFTING — This course is designed to give the drafting major the background needed for all other drafting courses. Emphasis is placed upon maintaining correct techniques while developing speed. Two hours lecture, six hours laboratory. Four semester hours credit.

DDT 1123 — MACHINE DRAFTING I — (Prerequisite: Fundamentals of Drafting.) This course emphasizes methods, techniques and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment rotation, working order preparation, routing and other drafting room procedures. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 1134 — DESCRIPTIVE GEOMETRY — (Prerequisite: Fundamentals of Drafting). This course includes theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. Three hours lecture, two hours laboratory. Four semester hours credit.

DDT 1213 — CONSTRUCTION MATERIALS — A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with a brief description of their manufacture. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 1313 — PRINCIPLES OF CAD — (Prerequisite: Fundamentals of Drafting). This course will use the CAD system to design and draw various problems in the architectural, mechanical and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 1413 — ELEMENTARY SURVEYING — A basic course in surveying dealing with the principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 1613 — ARCHITECTURAL DESIGN I — (Prerequisite: Fundamentals of Drafting). This course includes principles and practices of modern design, requiring working drawings and solutions, typical construction details and specifications for residential construction. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2144 — MACHINE DRAFTING II — (Prerequisite: Machine Drafting I). A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques. Two hours lecture, four hours laboratory. Four semester hours credit.

DDT 2223 — STRUCTURAL DRAFTING — (Prerequisite: Fundamentals of Drafting). This course will introduce the drafting major to structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses and bracing. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 2233 — COST ESTIMATING — (Prerequisite: Fundamentals of Drafting). In this course the student will prepare materials and labor quantity surveys from actual working drawings and specifications. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2323 — ADVANCED CAD — (Prerequisite: Principles of CAD). This is an advanced course in the use of CAD software with emphasis on producing drawings. The course will include the specification of computers to writing, basic command structure, drafting and design menu, and associated acronyms. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2423 — MAPPING AND TOPOGRAPHY LAB — (Prerequisite: Elementary Surveying and Fundamentals of Drafting). This laboratory setting will allow the drafting major to apply selected drafting techniques to the problem of making maps, traverses, plot plans, plan and profile drawings using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Six hours laboratory. Three semester hours credit.

DDT 2433 — LAND SURVEYING LAB — (Prerequisite: Elementary Surveying). This course deals with the legal aspect of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. Six hours laboratory. Three semester hours credit.

DDT 2533 — ELECTRICAL AND PIPING DRAFTING — (Prerequisite: Fundamentals of Drafting). An advanced course in drafting in which

techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references is an integral part of this phase of drafting. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2623 — ARCHITECTURAL DESIGN II — (Prerequisite: Architectural Design I and Principles of CAD). This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2911-2913 — SPECIAL PROJECT (DRAFTING) — (Prerequisite: Minimum of 12 semester hours in drafting related courses). This course is designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two - six hours laboratory. One to three semester hours credit.

TDD 1313 — GRAPHIC COMMUNICATION — This course is a study of the fundamentals of the graphic language used by engineers. Through theory and application students will develop the visualization and drawing skills necessary for later courses in engineering and once employed. The course includes the use and care of instruments, geometrical constructions, lettering, pictorials, multi views, sections and orthographic projections involving the geometry of points, lines and planes as applied to working drawing related to specialized engineering fields. One hour lecture, four hours laboratory. Three semester hours credit.

ELECTRICAL TECHNOLOGY

ELT 1102 — FUNDAMENTALS OF ELECTRICITY — This is a basic course designed to provide fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. One hour lecture. Two hours lab. Two semester hours credit.

ELT 1113 — RESIDENTIAL/LIGHT COMMERCIAL WIRING — A course to provide advanced skills related to the wiring of multi-family and small commercial buildings. Includes instruction and practice in service entrance installation, specialized circuits, and use of commercial raceways. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1123 — COMMERCIAL AND INDUSTRIAL WIRING — A course to provide instruction and practice in the installation of commercial

electrical service including the types and uses of conduits and other raceways. NEC code requirements, and three phase distribution networks. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1214 — ELECTRICAL POWER — A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers and alternators. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1223 — MOTOR MAINTENANCE AND TROUBLESHOOTING — A course to familiarize the students with the principles and practice of electrical motor repair. Includes instruction and practice in the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1253 — BLUEPRINT READING/PLANNING THE RESIDENTIAL INSTALLATION — This course provides knowledge of architectural symbols and electric symbols needed to read blueprints. All elevations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with receptacles, switches, and lighting outlets as required by NEC. Circuit layouts for all switching will be demonstrated. All branch circuits will be plotted on the blueprint. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1273 — SWITCHING CIRCUITS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL APPLICATION — This course is designed to introduce the student to the various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. This course also includes the installation and operation of low voltage, remote control switching. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1413 — MOTOR CONTROL SYSTEMS — A course in the installation of the different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 2424 — SOLID STATE MOTOR CONTROL — A course to introduce the students to the principles of solid state motor control. Includes instruction and practice in the design and installation of different solid state devices for motor control. Two hours lecture. Four hours lab. Four semester hours credit.

ELT 2614 — PROGRAMMABLE LOGIC CONTROLLERS — A course to provide instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Includes instruction in the

operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Three hours lecture. Two hours lab. Four semester hours credit.

ELECTRONICS TECHNOLOGY

EET 1102 — FUNDAMENTALS OF ELECTRONICS — This course is designed to provide fundamental skills associated with all electronics courses. This course includes safety, breadboarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. One hour lecture. Two hours lab. Two semester hours credit.

EET 1114 — DC CIRCUITS — (Prerequisite: Fundamentals of Electronics (EET 1102)). This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws, and formulae and the use of test equipment to analyze DC circuits. Two hours lecture. Four hours lab. Four semester hours credit.

EET 1123 — AC CIRCUITS — (Prerequisite: DC Circuits, EET 1114). This course is designed to provide the students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three semester hours credit.

EET 1214 — DIGITAL ELECTRONICS — (Prerequisite: Essential Skills for Post-secondary Electronics and related programs (EEV 1013)). A course designed to introduce the student to number systems, basic gates and truth tables, logic circuits, latches and flip-flops, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture. Two hours lab. Three semester hours credit.

EET 1314 — SOLID STATE DEVICES AND CIRCUITS — (Prerequisite: AC-DC Circuits (EET 1116)). A course designed to provide familiarization with state of the art active devices and their applications in the control and manipulation of electricity to make it work for man's benefit. This includes the study of P-N junction and P-N junction devices. Uni Polar, Bipolar and Hybrid, their circuit applications and troubleshooting with emphasis on low frequency. Two hours lecture. Four hours lab. Four semester hours credit.

EET 1324 — MICROPROCESSORS — (Prerequisite: Digital Electronics (EET 1214)). A course designed to provide student with skills and knowledge of microprocessor architecture, data and control functions, operational codes, instruction sets, machine and assembly language, timing, interfacing, and other hardware applications associated with

microprocessor systems. Two hours lecture. Four hours lab. Four semester hours credit.

EET 1713 — ELECTRONIC DRAFTING — (Prerequisite: Essential Skills for Post-secondary Electronics (EEV 1016)). A course designed to provide instruction on the preparation and interpretation of schematic and other electronic drawings. Includes expanded symbology. One hour lecture. Four hours lab. Three semester hours credit.

EET 2334 — LINEAR INTEGRATED CIRCUITS — (Prerequisite: Solid State Devices and Circuits (EET 1314)). A course designed to provide students with knowledge and application skills of linear integrated devices. Includes general purpose and dedicated devices. Operational amplifiers, active filters, voltage regulators, timers, VCO's, phase lock loops and other devices will be covered along with their applications. Three hours lecture. Two hours lab. Four semester hours credit.

EET 2414 — ELECTRONIC COMMUNICATION — (Prerequisites: Digital Electronics (EET 1214) Linear Integrated Circuits (EET 2334)). A course designed to provide the student with the concepts and skills related to analog and digital communications. Includes modulation techniques, transmission, reception, formats, encoding, encryption, protocol's, modem etc. Also includes standard interface methods. Two hours lecture. Four hours lab. Four semester hours credit.

EET 2514 — INTERFACING TECHNIQUES — (Prerequisite: Microprocessors (EET 1324)). A study of data acquisition devices and systems including their interface to microprocessors and other control systems. Also local area networks (LANS) and their functions are covered. Two hours lecture. Four hours lab. Four semester hours credit.

ROT 1214 — INDUSTRIAL HYDRAULICS/PNEUMATICS — This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. Also covered in this course are basic pneumatic principles, compression of air, work devices, control devices, and circuit diagrams. Two hours lecture. Four hours lab. Four semester hours credit.

COMPUTER SERVICING TECHNOLOGY

CST 2113 — COMPUTER SERVICING I LAB — (Prerequisite: Microprocessors (EET 1324)). A course which provides training in the fundamentals of computer servicing. Includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, building cables, determining if problem is in the hardware or software, debugging programs, and interconnection of peripherals. Three semester hours credit. Six hours lab.

CST 2123 — COMPUTER SERVICING II LAB — (Prerequisite: Computer Servicing I Lab (CST 2113). A continuation of Computer Servicing Lab I with increased emphasis on system analysis, and diagnosis of board and component failures, flow chart trouble analysis for common computer components such as microprocessor, disk drives (floppy and hard), printers, keyboards, and monitors. Strong emphasis on laboratory experience with computer repair. Three semester hours credit. Six hours lab.

FIRE PROTECTION TECHNOLOGY

FFT 1113 — INTRODUCTION TO FIRE SCIENCE — This course provides an orientation to the fire service. This class explores department structure and organization, operations, and responsibilities, and the history of the fire services and changes that currently are remolding traditional fire services.

FFT 1123 — INTRODUCTION TO FIRE PREVENTION — This course introduces students to modern approaches of fire prevention. An overview is provided of methods currently used in preventing fires including Codes and Standards, Company Based Inspections, Public Fire Education, Interdiction Programs, and legislation affecting fire prevention activities.

FFT 1213 — FIRE FIGHTING PRINCIPLES AND PRACTICES — This course is designed as a basic fire fighting tactical course providing information on the major principles and practices conducted at fire and emergency scenes. Concentrating on activities of rescue, ventilation, salvage, overhaul, offensive and defensive attack methods, and fire fighter safety, the student explores various operations that must be conducted in a coordinated manner.

FFT 1223 — FIRE APPARATUS & EQUIPMENT — Engines, pumps, operation procedures, maintenance techniques, and equipment specifications are discussed while providing the student with a working knowledge and understanding of various types of apparatus and equipment used by the fire service.

FFT **** — FIRE PROTECTION CONCENTRATION ELECTIVE

FFT 2313 — FIRE SERVICE HYDRAULICS — A study in the use of water to combat fires, this course provides information on theories associated with the use of water, actual fire ground application practices, and the use of water additives. Study is made of various delivery and usage methods.

FFT 2323 — BUILDING CONSTRUCTION — This course investigates building construction from the standpoint of the fire service. Why do buildings burn and what are the danger areas of various types of

construction? A basic overview of building codes and construction methods is used to familiarize students with building components and construction types.

FFT 2333 — FIRE FIGHTER SAFETY — This course provides an overview of safety practices for the emergency service worker. Covering the individual and team from "in the station" through the emergency scene and return back to service, this course is essential for those who participate in emergency service activities.

FFT **** — FIRE PROTECTION CONCENTRATION ELECTIVE

FFT 2413 — STRATEGY AND TACTICS — This course provides a study of strategy and tactics used in a variety of situations faced by the fire service. Covering different situations from small everyday occurrences to massive conflagrations this course makes use of simulations and case histories in exploding necessary strategy and tactical endeavors.

FFT 2423 — INCIDENT MANAGEMENT SYSTEMS — This course is a study of incident management systems used for handling situations from the smallest incidents to the largest. A variety of methods are discussed with emphasis placed on the National Consortium for Incident Management Systems' Incident Command/ Management System.

FFT **** — FIRE PROTECTION CONCENTRATION ELECTIVE

FFT **** — FIRE PROTECTION CONCENTRATION ELECTIVE

HEATING AND AIR CONDITIONING TECHNOLOGY

ACT 1114 — BASIC COMPRESSION REFRIGERATION — A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on advanced principles of safety, hand tools, heat and cold temperature measurement, pressures, vacuum, wiring diagrams, and the basic refrigeration cycle. Four semester hours credit. Two hours lecture. Four hours lab.

ACT 1213 — CLIMATIC CONTROLS I — Introduction to the fundamentals of electrical components and circuits. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. Three hours lecture. Two hours lab.

ACT 1223 — CLIMATIC CONTROLS II — (Prerequisites: Climatic Control I (ACT 1213). A study of electronic and programmable controls for heating, ventilation, air conditioning, and refrigeration systems. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. Three semester hours credit. Two hours lecture. Two hours lab.

- ACT 1313 — RESIDENTIAL REFRIGERATION** — This course includes the procedures for servicing residential refrigeration systems including refrigerators, freezers, and ice makers. Three semester hours credit. Two hours lecture. Two hours lab.
- ACT 1324 — COMMERCIAL SYSTEMS** — (Prerequisites: Basic Compression Refrigeration (ACT 1114).) This course covers commercial systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, air conditioning, and refrigeration units. Four semester hours credit. Two hours lecture. Four hours lab.
- ACT 1413 — AIR CONDITIONING I** — This course includes procedures for servicing residential window air conditioning units. Three semester hours credit. Two hours lecture. Two hours lab.
- ACT 1913 — TUBING AND PIPE** — A course to provide the student with various tube and pipe connecting techniques required in heating, air conditioning, and refrigeration. Three semester hours credit. One hour lecture. Four hours lab.
- ACT 2423 — AIR CONDITIONING II** — (Prerequisites: Air Conditioning I (ACT 1413)) A study of residential heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of residential heating, ventilation, air conditioning systems. (3 sch: 2 hr. lecture, 2 hr. lab).
- ACT 2433 — AIR CONDITIONING III** — (Prerequisites: Air Conditioning II (ACT 2423)) A study of commercial heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, and air conditioning systems. Three semester hours credit. Two hours lecture. Two hours lab.
- ACT 2513 — COMPUTERIZED ENERGY MANAGEMENT I** — Introduction to computerized energy management, theory, and principles. Emphasized are input/output measurements, characteristics, tools, and applications. Three semester hours credit. One hour lecture. Four hours lab.
- ACT 2523 — COMPUTERIZED ENERGY MANAGEMENT II** — (Prerequisites: Computerized Energy Management I ACT 2513). This course includes development of analytical concepts in the application and software operation of computer energy management. Included are laboratory exercises designed to develop systems troubleshooting skills based on analytical concepts. Three semester hours credit. Two hours lecture. Two hours lab.
- ACT 2611 — PSYCHROMETRICS** — A study of air and its properties, as used in heating, ventilation, air conditioning, and refrigeration. Included is the study of moisture and total heat content of the air. One semester hour credit. Two hours lab.

- ACT 3623 — HEAT LOAD CALCULATION AND DUCT SIZING** — A study of heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments. Three semester hours credit. One hour lecture. Four hours lab.

METAL FABRICATION TECHNOLOGY

- MFT 1113 — INTRODUCTION TO METAL FABRICATION TECHNOLOGY** — This course includes historical development of Metal Fabrication Technology; it is a departure from traditional trade training. The plan allows the student to gain the basic knowledge and skills of two trades: "Metal Fabricator" and "Combination Welder". Three semester hours credit. Two hours lecture. Two hours lab.
- MFT 1213 — FABRICATION, LAYOUT AND MEASUREMENT** — This includes the application of geometrical shapes, the algebraic formulas and manipulation of math necessary to develop layouts and convert them to a representative of a tangible part. Two hours lecture and two hours laboratory. Three semester hours credit.
- MFT 1313 — OXYACETYLENE CUTTING, BRAZING AND WELDING** — This course includes types of gases, containers and manifold systems, safety, regulators and related hardware, filler rods, material preparation, fluxes, selection and application of cutting and welding tips. The student will develop the proper techniques for skilled operation of the torch. One hour lecture and four hours laboratory. Three semester hours credit.
- MFT 1413 — BASIC PRINCIPLES AND PRACTICE OF ARC WELDING** — This course includes application of arc welding, welding circuits, electrode types, polarity, machine settings, accessories, personal equipment, safety, methods of application and practices, weave patterns, building up pads, joint types, use and care of equipment. Two hours lecture and two hours laboratory. Three semester hours credit.
- MFT 1424 — SPECIAL WELDING PROCESSES** — This course includes the use and care of TIG and MIG welding equipment on suitable materials; also flux-cored and solid wire welding. The course also includes material preparation, application of weld material, electrode selection, machine controls and accessories, the development of manual skills used, and use and care of associated items. Two hours lecture, four hours laboratory. Four semester hours credit.
- MFT 1513 — INTERPRETING INDUSTRIAL DRAWINGS AND APPLICATIONS** — This course includes the interpreting and application of

drawings, sketches, and blueprints used in industry, the construction field, piping, assembly multi-view, sheet metal, and welding. The student will understand and apply drawings mentioned. Two hours lecture, two hours laboratory. Three semester hours credit.

MFT 1613 — INTRODUCTION TO BRAKES, SHEARS, PUNCHES AND DRILL PRESSES — To include material preparation, shaping, cutting, forming and drilling of raw stock into parts for assemblies. One hour lecture and four hours laboratory. Three semester hours credit.

MFT 2435 — ADVANCED WELDING AND CUTTING — This course includes the preparation and design of groove joints and the making of multiple pass welds in all positions. Three hours lecture. Four hours lab. Five semester hours credit.

MACHINE SHOP TECHNOLOGY

MST 1115 — POWER MACHINERY I — A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, power saws, and vertical mills. Five semester hours credit. One hour lecture. Eight hours lab.

MST 1124 — POWER MACHINERY II — (Prerequisites: Power Machinery I (MST 1115). A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Four semester hours credit. One hour lecture. Six hours lab.

MST 1313 — ADVANCED SHOP MATHEMATICS — An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1413 — BLUEPRINT READING — A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1423 — ADVANCED BLUEPRINT READING — (Prerequisites: Blueprint Reading (MST 1413). A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1513 — MACHINE TOOLS I — A course in Machine Tool Technology designed for machinists. Topics covered include instruction and practice in hand tools, and bench work, and operation of power saws and precision measurement instruments. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1523 — MACHINE TOOLS II — (Prerequisites: Machine Tools I (MST 1513). A continuation of Machine Tools I. Emphasis is placed on the use of drilling machines and milling machines. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1613 — PRECISION LAYOUT — An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Three semester hours credit. Two hours lecture. Two hours lab.

MST 2135 — ADVANCED POWER MACHINERY I — (Prerequisites: Power Machinery II (MST 1124). A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Five semester hours credit. Two hours lecture. Six hours lab.

MST 2144 — ADVANCED POWER MACHINERY II — (Prerequisites: Advanced Power Machinery I (MST 2135). A continuation of Advanced Power Machinery I with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Four semester hours credit. Two hours lecture. Four hours lab.

MST 2714 — COMPUTER NUMERICAL CONTROL OPERATIONS I — An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Four semester hours credit. Three hours lecture. Two hours lab.

MST 2725 — COMPUTER NUMERICAL CONTROL OPERATIONS II — (Pre/corequisites: Computer Numerical Control Operations I (MST 2714). A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Five semester hours credit. Two hours lecture. Six hours lab.

MST 2813 — METALLURGY — An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Three semester hours credit. Two hours lecture. Two hours lab.

WORK-BASED LEARNING

WBL 1111, 1121, 2111, & 2121 — WORK-BASED LEARNING — The Work-Based Learning course is designed for students enrolled in technology programs and employed in parallel workplace environments for a minimum of 15 hours per week. Course content is based upon the

standardized technology course curriculum, specific workplace needs and specific objectives addressing competent workplace performance. One semester hour credit. (Accompanying the course title and grade on the transcript will be a statement to indicate the number of clock hours of on-the-site work experience obtained during the semester. The statement will read: Work experience of clock hrs.)

TECHNICAL EVENING CLASSES

Regular college courses are offered on campus and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Morton, Philadelphia, and Choctaw Central High School near Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students.

VOCATIONAL INDIVIDUALIZED DEVELOPMENT SYSTEM (VIDS)

The Test of Adult Basic Education (TABE) will be administered to all VOCATIONAL students upon entering school. Results from this test will be used to identify students that need help in Reading, Math and Language. Students needing help in these areas will be assigned to the VIDS Center for three hours per week until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

The following entrance and exit criteria will be followed:

1. Technical students who are recommended for Developmental Mathematics (through the Assessment Process) will be scheduled for the VIDS program.
2. Technical students who are recommended for Developmental English I or Reading (through the Assessment Process) will be scheduled for the VIDS program.
3. Students will remain in the VIDS program until they score at the 10th grade level on the TABE test in mathematics, or reading or both if they are assigned to the program for both.
4. Students will be allowed to exit the VIDS program by scoring at the 10th grade level on the TABE test in mathematics, reading, or in both areas if they were assigned to the VIDS Center in both areas.
5. After exiting the VIDS program, students will schedule Intermediate or College Algebra.

After exiting the VIDS program, students will schedule Developmental English II (if needed) or English Composition.

CARPENTRY AND CABINET MAKING

- CAV 1115 — PLANS, SPECIFICATIONS & FOUNDATIONS — Study of plans in residential construction and specifications. Practical work experience in layout, installing batter boards, and the placing of foundation members. One hundred twenty clock hours. Five semester hours.
- CAV 1215 — FLOOR, WALL, CEILING, ROOF FRAMING & ROOFING — Theory and practical work in actual framing of floors, walls, ceiling and roofs, and actual installation of roofing materials. One hundred fifty clock hours. Five semester hours.
- CAV 1317 — INSULATION, EXTERIOR AND INTERIOR FINISHING & COORDINATING — Theory and practical work experience in sound and thermo insulation, interior and exterior buildings dealing with walls, trim, floors, cabinets, doors, windows and exterior trim. Also, steps to follow in coordinating other work such as plumbing, electrical, heating and cooling, etc. Two hundred forty clock hours. Seven semester hours.
- CAV 1128 — CABINET CONSTRUCTION — Theory and practical work experience in blueprint reading, safety, measuring in a wide range of cabinets, cabinet layout, materials, cabinet framing and shelf construction. Two hundred forty clock hours. Eight semester hours.
- CAV 1225 — HARDWARE, TRIM & LAMINATES — Theory and work experience in selection of correct hardware and installation of hardware and trim, and installation of plastic laminates. One hundred fifty clock hours. Four semester hours.
- CAV 1324 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.
- CAV 2134 — BLUEPRINT READING, SPECIFICATIONS, CODES AND FOUNDATION — Theory and study of blueprint reading, specifications and codes. Actual work experience in laying out foundations, setting grade stakes, and placing of reinforcement steel. One hundred twenty clock hours. Four semester hours.
- CAV 2235 — TECHNIQUES IN FRAMING & ROOFING — Theory and work experience in all parts of residential framing and actual installation of sheathing and roofing material. One hundred fifty clock hours. Five semester hours.
- CAV 2338 — EXTERIOR & INTERIOR FINISHING, INSULATION & COORDINATING — Theory and work experience in all types of

insulation, siding, wall covering, and trim work plus the study of permits and coordinating building activities with other tradesmen. Two hundred forty clock hours. Eight semester hours.

CAV 2148 — CABINET CONSTRUCTION TECHNIQUES — Theory and practical experience in actual cabinet construction with emphasis being put on different styles and techniques. Two hundred forty clock hours. Eight semester hours.

CAV 2245 — LAMINATE APPLICATION, TRIM AND HARDWARE — Theory and practical work experience in proper selection of hardware and trims. Installation of plastic laminates. One hundred fifty clock hours. Five semester hours.

CAV 2344 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

COSMETOLOGY

COV 1117 — INTRODUCTION TO COSMETOLOGY — This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or class mates; no work is assigned upon patrons paying for service until this course is completed. Seven hours credit. Three hours lecture. Twelve hours lab.

COV 1213 — COSMETOLOGY THEORY I — Theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and finger waves. Three semester hours credit. Three hours lecture.

COV 1311 — SCALP AND HAIR TREATMENT — Practical application in shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. One semester hour credit. Three hours lab.

COV 1323 — HAIR SHAPING AND STYLING — Practical application in the art of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Practical application in styling and finger waving. Includes product selection, preparation, methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. Three semester hours credit. Nine hours lab.

COV 1412 — CARE AND STYLING OF WIGS — Practical application in styling wigs and hair pieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. Two semester hours credit. Six hours lab.

COV 1225 — COSMETOLOGY THEORY II — Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, psychology, and chemistry. Manicuring and pedicuring, permanent waving, hair coloring and lightening, chemical hair relaxing, and safety practices are covered. Five semester hours credit. Five hours lecture.

COV 1512 — MANICURE AND PEDICURE — Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders, massage and sanitary care, nail irregularities and diseases, and safety considerations. Two semester hours credit. Six hours lab.

COV 1333 — PERMANENT WAVES — Practical application waving. Includes principles and product selection, requirements, processes, implements, and supplies. Three semester hours credit. Nine hours lab.

COV 1343 — HAIR COLORING AND LIGHTENING — Practical application in coloring and hair lightening, includes instruction in classification, permanent hair color, retouch, highlighting, and shampoo tints. Three semester hours credit. Nine hours lab.

COV 1352 — CHEMICAL HAIR RELAXING — Practical application in chemical hair relaxing techniques. Includes review 1 of products available, basic steps and processes, and safety precautions. Two semester hours credit. Six hours lab.

COV 1236 — COSMETOLOGY THEORY III — Advanced theory facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. Six semester hours credit. Six hours lecture.

COV 1612 — FACIALS AND MAKEUP — Practical application in giving facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. Two semester hours credit. Six hours lab.

COV 1362 — THERMAL TECHNIQUES — Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. Two semester hours credit. Six hours lab.

COV 1712 — BEAUTY SALON MANAGEMENT — Practical application in opening and operating a beauty salon in accordance with state regulations. Two semester hours credit. Six hours lab.

COSMETOLOGY TEACHER TRAINING

COV 2413 — TEACHER TRAINEE OBSERVATION — A teacher trainee shall acquire 12 hours of theory and 68 hours of skill training in Cosmetological Observation. Eighty hours of instruction. Three semester hours credit.

COV 2415 — THE PROFESSIONAL TEACHER — Professional application and theory which includes Preparing to Teach, Presentation, Application and testing. One hundred sixty-four clock hours. Five semester hours credit.

COV 2433 — STUDENT MOTIVATION AND LEARNING — Professional application and training includes: Laws Governing Learning Processes, Student Motivation, Student Participation, Student Personalities and Individual Differences, Ninety-nine clock hours. Three semester hours credit.

COV 2449 — METHODS MANAGEMENT & MATERIALS — Professional application and training to include: Methods, Procedures, and Techniques of Teaching, Classroom Management and Teaching Materials. Three hundred thirty-two clock hours. Nine semester hours credit.

COV 2453 — TESTING AND EVALUATION — Professional application and training to include testing (performance tests, written tests, and Standardized Tests) and teacher evaluation. Sixty-five clock hours and three semester hours credit.

COV 2461 — COSMETOLOGY LAW, RULES AND REGULATIONS — A study of laws controlling and regulating the practice of cosmetology in the State of Mississippi. Ten clock hours and one semester hour credit.

TRADE AND INDUSTRIAL

CARPENTRY I, II, III, & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the basic skills and technical knowledge in both rough and finish carpentry. Six CEUs.

ELECTRICITY I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing and overhaul, controls and related science. Six CEUs.

MACHINE SHOP I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and

grinding and cutting fluids. Six CEUs when offered on campus. If offered in industry, length of course is determined by the industry.

REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the A-C and refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction, refrigerants and controls, cabinets, materials, absorption, systems, thermodynamic units, and commercial refrigeration and heating application. Six CEUs.

WELDING I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in welding including arc and oxyacetylene welding and cutting in the following areas: welding beads, rods, machine setting, stick welding, wire welding, gases, weld positions, and related information. Six CEUs when offered on campus. If offered in industry, length of course is determined by industry.

OTHER

CAKE DECORATING — Two hours per night, one night a week for 10 weeks. 2 CEUs. Instruction in making icing, frosting, and making decorating cones, and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, doll, etc.

AUTO MECHANICS (carburetor and electrical) — Three hours per evening for two evenings per week. 9.6 CEUs. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols.

BLUEPRINT READING — Three hours per night, one night a week for 16 weeks. 4.8 CEUs. Instructions in fundamentals, lines, views, notes and specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments.

EMERGENCY MEDICAL TECHNICIAN (EMT) — Four hours per day for two days per week for 15 weeks. 120 CEUs. Instructions in the role and responsibilities of the technician, use of equipment, airway obstruction and pulmonary arrest, resuscitation, cardiac arrest, bleeding, shock, wounds, upper fracture, lower fracture, injuries, childbirth and problems related, moving patients, environmental emergencies, auto accidents, operation of emergency vehicles, maintenance, records and reports, hospital procedures, responding to ambulance calls, testing at various intervals, comprehensive practice. Students must spend 10 hours in hospital emergency room and participate in a minimum of five separate ambulance runs.

MECHANICAL MAINTENANCE — Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of course to be determined by industry.

PERSONNEL MANAGEMENT — Instructions in the management system, personnel program, staffing the organization, employee potential behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.

SUPERVISORY TRAINING — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.

VOLUNTEER FIREMANSHIP — Two and one-half hours per day for 4 days. 1 CEU. Instructions in fire triangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forcible entry and coordination of attack.

BEGINNING PAINTING — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's credit.

BEGINNING CERAMICS — A studio course designed for the beginner pertaining to the use and knowledge of various clays in hand building three dimensional art objects. An application of ceramic glaze and firing procedures will also be included. 3 CEU's credit.

BEGINNING PHOTOGRAPHY — Two hours per night, one night a week for ten weeks. 2 CEU's. Instruction in examining camera functions and care, types of films and accessories, operation of camera, introduction to various types of photography, developing film, printmaking and mounting for display.

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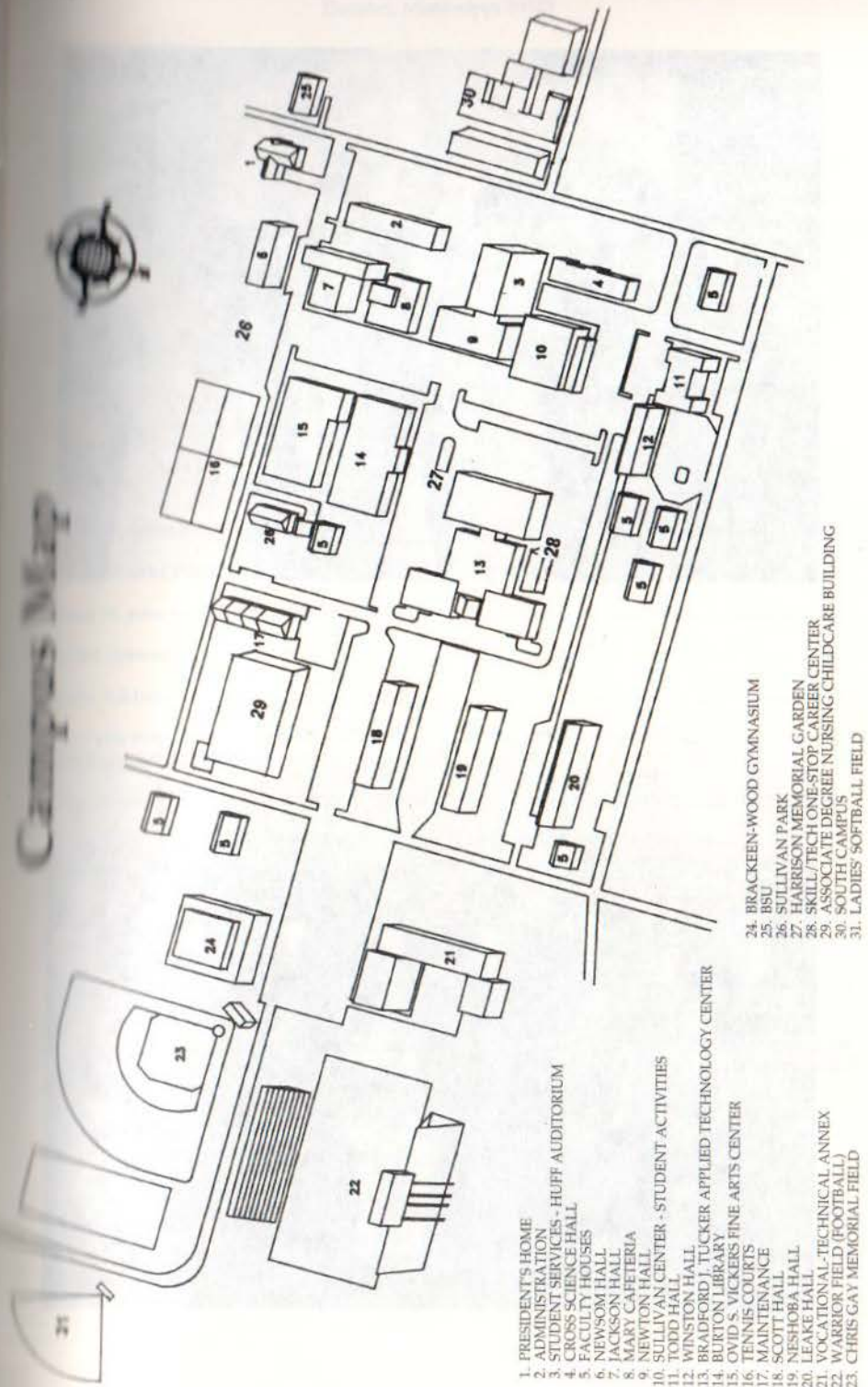
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Campus Map



1. PRESIDENT'S HOME
2. ADMINISTRATION
3. STUDENT SERVICES - HUFF AUDITORIUM
4. CROSS SCIENCE HALL
5. FACULTY HOUSES
6. NEWSOM HALL
7. JACKSON HALL
8. MARY CAFETERIA
9. NEWTON HALL
10. SULLIVAN CENTER - STUDENT ACTIVITIES
11. TODD HALL
12. WINSTON HALL
13. BRADFORD I. TUCKER APPLIED TECHNOLOGY CENTER
14. BURTON LIBRARY
15. OVID S. VICKERS FINE ARTS CENTER
16. TENNIS COURTS
17. MAINTENANCE
18. SCOTT HALL
19. NESHOBIA HALL
20. LEAKE HALL
21. VOCATIONAL-TECHNICAL ANNEX
22. WARRIOR FIELD (FOOTBALL)
23. CHRIS GAY MEMORIAL FIELD
24. BRACKEN-WOOD GYMNASIUM
25. BSU
26. SULLIVAN PARK
27. HARRISON MEMORIAL GARDEN
28. SKILL/TECH ONE-STOP CAREER CENTER
29. ASSOCIATE DEGREE NURSING CHILDCARE BUILDING
30. SOUTH CAMPUS
31. LADIES' SOFTBALL FIELD



EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi 39327

Social Security: _____ - _____ - _____

Name: _____
Last First Middle (Maiden)

Home Address: _____

City State Zip

Home Telephone: (____) _____ - _____ County: _____

All information provided in this space is for statistical purposes only: Date of Birth: _____

Marital Status: _____ Sex: _____ Religion: _____ Race: _____

High School: _____ Graduation Date: _____

(Send high school transcript) Month/Year

If not high school graduate, when did you complete the GED? _____
(Send copy of scores)

Have you taken the ACT? _____ Did you send a copy to ECCC? _____ If no, please send one.

Have you ever attended ECCC? _____ If so, when? _____

Term on your record when you attended ECCC: _____

Parent, Spouse, or Guardian: _____

Home Address: _____

Have you ever attended another college? _____ If yes, what college(s)? _____
(Send transcript from each college)

What semester do you plan to enroll? Summer _____, Fall _____, Spring _____ of 19 _____

Do you plan to live in the dormitory? _____ If yes, a \$50 deposit is required.

Is the deposit enclosed? _____

Roommate preference: _____

Program of study desired: _____

If Cosmetology is the program of study desired, a \$50 fee must be included for this application to be complete.

All transcripts must be filed with the Director of Admissions before the process is complete. False or inaccurate information on this application is cause for dismissal from East Central Community College.

Mail to: Director of Admissions
East Central Community College
Decatur, Mississippi 39327

Signature of applicant _____

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The College is in compliance with Title VI or the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1972, and the Americans With Disabilities Act of 1990.

Revised: January 1996



EAST CENTRAL COMMUNITY COLLEGE



1998 - 1999



EAST CENTRAL COMMUNITY COLLEGE



1998 - 1999

ECCC
WITH YOU IN MIND

INFORMATION DIRECTORY

Mailing Address:

EAST CENTRAL COMMUNITY COLLEGE
P.O. Box 129
DECATUR, MISSISSIPPI 39327
www.eccc.cc.ms.us

Telephone Switchboard: (601) 635-2111 (Daytime)

Administrative, President, extension 200.

Admissions, Director of Admissions, Records, and Research, extension 206.

Alumni, Director of Development and Alumni Relations, extension 244.

Athletic Matters, Athletic Coordinator, extension 246.

Business and Industry Assistance, Industrial Coordinator, extension 208.

Business Matters, Business Manager, extension 208.

Counseling, Academic - extension 231, **Vocational-Technical**, extension 214 or 245

Dormitory Accommodations, Director of Housing, extension 213.

Evening Programs - Director of Adult and Continuing Education, extension 279.

Graduation, Dean of Instruction, extension 202.

Instructional Matters, Dean of Instruction, extension 202.

Scholarships, Student Jobs, and Other Student Services, Dean of Students, extension 204.

Student Aid, Director of Financial Aid, extension 218.

Summer School, Dean of Instruction, extension 202.

Transcripts, Schedules and Bulletins, Director of Admissions, Records, and Research, extension 206.

Telephone - Evenings and Holidays

Security Guard

Athletic Department (if open)

Jackson Hall Hostess (if open)

Newsome Hall Hostess (if open)

Physical Plant (if open)

(601) 635-2111

635-2679

635-3233

635-2136

635-3246

—BULLETIN—

EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi

Accreditation

East Central Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone Number 404-679-4501, to award the Associate Degree.

Eighty Fourth Annual Session 1998-99

(The College reserves the right to change any policies announced herein when deemed necessary.)

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NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

CHAPTER 1 ORGANIZATION BOARD OF TRUSTEES

LEAKE COUNTY

Wade Rogers	Route 2, Box 36, Walnut Grove, MS 39189
Wesley O Neal	2488 Highway 16 West, Carthage, MS 39051
Mrs. Janie Wilbanks	Route 5, Box 130, Carthage, MS 39051
James H. Petty, Leake Co. Supt. of Education	P. O. Drawer 478, Carthage, MS 39051
Jimmy K. Moore	Route 7, Box 246, Carthage, MS 39051
William Edward Kitchings	1497 Highway 35 South, Carthage, MS 39051

NESHOBA COUNTY

Edsel Cliburn	Route 5, Box 340C, Union, MS 39365
Mrs. Ramona Adcock	Route 5, Box 445, Philadelphia, MS 39350
Steve Nelson, Neshoba Co. Supt. of Education	Box 338, Philadelphia, MS 39350
Ernest Copeland	Route 2, Box 362, Philadelphia, MS 39350
Mrs. Rivers Breazeale	1140 Golf Course Road, Philadelphia, MS 39350
Mr. Eddie Willis	410 Ivy Street, Philadelphia, MS 39350

NEWTON COUNTY

Gary McDill	P.O. Box 148, Conehatta, MS 39057
Billy Nicholson	P.O. Box 248, Union, MS 39365
Jack Winstead	5337 Lawrence-Hazel Road, Lawrence, MS 39336
Billy L. Pierce, Newton Co. Supt. of Education	P.O. Box 97, Decatur, MS 39327
Mrs. Myrtle Burton	809 Martin Luther King Drive, Newton, MS 39345
Bill Thames	201 Lillian Avenue, Newton, MS 39345

SCOTT COUNTY

Vernon Crotwell	P. O. Box 526, Morton, MS 39117
Frank McCurdy, Scott Co. Supt. of Education	100 East First Street, Forest, MS 39074
A. F. Hollingsworth	21925 Hwy 80, Lake, MS 39092
Mrs. Rebecca Farris	P.O. Box 56, Morton, MS 39117
Tommy A. Harrison	4405 Hwy 21 N., Forest, MS 39074
Jackie L. Bradford	174 Bradford Lane, Forest, MS 39074

WINSTON COUNTY

Randal Livingston 247 Livingston Road, Louisville, MS 39339
 Jerry Nance 180 Moody-Nance Road, Louisville, MS 39339
 Delane Hudson 400 Sylvester Road, Louisville, MS 39339
 Paul Simmons 521 South Columbus Avenue, Louisville, MS 39339
 Leo Parker 1194 Mt. Pisgah Road, Noxapater, MS 39346
 Dr. John Garner, Jr. P. O. Box 909, Louisville, MS 39339
 Prentice Copeland, Chairman

BOARD OF SUPERVISORS**LEAKE COUNTY**

Tony M. Smith, 809 Euclid Street, Carthage, MS 39051 Beat 1
 Larry Cooper, 1872 Cooper Road, Carthage, MS 39051 Beat 2
 Oliver Smith, 103 Togo Road, Carthage, MS 39051 Beat 3
 Cline Watkins, 165 Sunnyside Drive, Lena, MS 39094 Beat 4
 Davis Gill, 181 Gill Street, Walnut Grove, MS 39189 Beat 5

NESHOBA COUNTY

Gary D. Chamblee, Route 5, Box 365, Philadelphia, MS 39350 Beat 1
 James M. "Mike" Allen, Route 2, Box 294-A,
 Philadelphia, MS 39350 Beat 2
 Harold Kenneth Reynolds, Route 3, Box 437, Union, MS 39365 Beat 3
 Aubrey Nicholson, Route 5, Box 106, Union, MS 39365 Beat 4
 James A. Young, 609 Ivy Street, Philadelphia, MS 39350 Beat 5

NEWTON COUNTY

Walter E. Gardner, P. O. Box 426, Decatur, MS 39327 Beat 1
 Dale Alexander, 8744 Chunky-Duffee Road, Little Rock, MS 39337 Beat 2
 Charles Moulds, 13037 Highway 489, Decatur, MS 39327 Beat 3
 L. M. "Bubba" Bonds, 5595 Highway 505, Lawrence, MS 39336 Beat 4
 Jimmy L. Johnson, 1200 Johnson Road, Chunky, MS 39323 Beat 5

SCOTT COUNTY

Chuck Wade, 885 Sparksville Road, Forest, MS 39074 Beat 1
 Steve Lee, 3021 Lake Norris Road, Lake, MS 39092 Beat 2
 Buford Palmer, Jr., 300 Buford Palmer Road, Morton, MS 39117 Beat 3
 Jack Gordon, 094 Gordon Road, Morton, MS 39117 Beat 4
 Isaac Weems, 2821 Pleasant Ridge Road, Forest, MS 39074 Beat 5

WINSTON COUNTY

City C. Estes, 137 McCullough Road, Louisville, MS 39339 Beat 1
 Ed Goodin, 14527 Highway 397, Louisville, MS 39339 Beat 2
 Michael A. Peterson, 220 J. Foster Road, Louisville, MS 39339 Beat 3
 Lamar Turnipseed, 2655 Turnipseed Road, Weir, MS 39772 Beat 4
 Randall Johnson, 239 Union Ridge Road, Noxapater, MS 39346 Beat 5

ADMINISTRATION

HODGE M. SMITH PRESIDENT (1985)
 A.A., East Central Junior College; B.S., M.Ed., Mississippi State University;
 Ed.D., University of Southern Mississippi
 PHIL A. SUTPHIN DEAN OF INSTRUCTION (1988)
 A.A., Wood Junior College; B.A., B.S., M.A.T., Mississippi State University;
 Ed.D., Mississippi State University
 HARVEY TRAPP BUSINESS MANAGER (1971)
 A.A., East Central Community College, B.S., and M.P.A., Mississippi State
 University
 RANDALL LEE DEAN OF STUDENTS (1994)
 A.A., East Central Junior College; B.S., M.Ed., University of Southern Mis-
 sissippi
 RAYMOND McMULLAN DIRECTOR OF ADMISSIONS,
 RECORDS, AND RESEARCH (1968)
 A.A., East Central Junior College, B.S., M.Ed., University of Southern Mis-
 sissippi; further work at University of Southern Mississippi and Mississippi
 State University
 GENE DAVIS DIRECTOR OF ADULT
 AND CONTINUING EDUCATION (1985)
 B.S., M.Ed., Ed.S., Mississippi State University; further work at William
 Carey College and Mississippi State University
 JOHN ADCOCK DIRECTOR OF VOCATIONAL-
 TECHNICAL INSTRUCTION (1974)
 B.S., University of Southern Mississippi; M.Ed., Delta State University;
 Ed.S., Mississippi State University
 NANCY HARRIS DIRECTOR OF ASSOCIATE DEGREE
 NURSING (1993)
 A.A., Meridian Community College; B.S., University of Southern Missis-
 sippi; M.S.N., University of Mississippi

- MAUDEAN SANDERS ASSISTANT DIRECTOR OF VOCATIONAL
TECHNICAL INSTRUCTION (1996)
A.A., East Central Junior College; B.S., Mississippi University for Women;
M.Ed., Mississippi State University; further work at Mississippi State University;
University of Southern Mississippi
- ERLE E. "BUBBY" JOHNSTON, III DIRECTOR OF PUBLIC
INFORMATION (1996)
B.S., Mississippi State University
- ROBERT MURPHY DIRECTOR OF PHILADELPHIA-NORTH
COUNTY VOCATIONAL-TECHNICAL CENTER (1996)
A.A., Holmes Junior College; B.S., Mississippi State University; M.Ed., Mississippi
State University
- MIKE DEARING DIRECTOR OF MAINTENANCE (1996)
A.A., East Central Junior College
- EARL MARSHALL CAREER CENTER TEAM LEADER (1996)
B.S., University of Southern Mississippi; further work at University of
Southern Mississippi and Mississippi College
- DAVID CASE DIRECTOR FOR TECHNOLOGY
MANAGEMENT (1996)
B.S., University of Mississippi; M.B.A., Millsaps College; further work at
the University of Alabama
- LARRY HOGUE DIRECTOR OF DEVELOPMENT
AND ALUMNI RELATIONS (1996)
A.A., East Central Junior College; B.S., Delta State University; M.S., University
of Southern Mississippi
- SAMUEL PACE ATHLETIC DIRECTOR/
WOMEN'S BASKETBALL COACH (1996)
A.A., East Central Junior College; B.S., M.Ed.; further work at Mississippi
State University

PROFESSIONAL STAFF

- MICHAEL ALEXANDER ACADEMIC COUNSELOR (1996)
A.A., Meridian Junior College; B.S., University of Southern Mississippi;
M.Ed., University of West Alabama
- SANDRA AMIS COORDINATOR OF TECH PREP EDUCATION (1997)
A.A., East Central Junior College; B.A., M.Ed., Mississippi State University;
further work at University of Southern Mississippi and University of Mississippi

- DEE ANDERSON DIRECTOR OF ACTIVITIES/WOMEN'S
SOFTBALL COACH (1973)
A.S., East Central Junior College
- ALFRED BAILEY DIRECTOR OF VOCATIONAL
INDIVIDUALIZED DEVELOPMENTAL SYSTEM (1971)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University;
further work at University of Tennessee, Memphis State University,
Memphis Area Vocational School and Memphis Technical School
- BRANDI BAUCUM ACCOUNTANT II (1997)
A.A., East Central Community College; B.Accy., M.Accy., University of
Mississippi
- LARRY BLACKBURN WORKFORCE SPECIALIST (1975)
A.A., East Central Junior College; B.S., M.S., University of Southern Mississippi
- ANN BURKES LIBRARIAN (1969)
A.A., East Central Junior College; B.S., M.S., Ed.S., University of Southern
Mississippi; further work at Mississippi State University and the University
of Southern Mississippi
- BRINDA G. CARSON DIRECTOR OF FINANCIAL AID (1982)
A.A., East Central Junior College; B.S., M.Ed., Delta State University
- JAMIE CLARK BASEBALL COACH, STUDENT RECRUITER (1987)
B.S., M.Ed., Delta State University
- JOE CLARK GOLF COACH (1963)
A.A., East Central Junior College; B.A., Livingston State College; M.Ed.,
Mississippi College; further work at Mississippi State University
- TIMOTHY E. COATS ASSISTANT FOOTBALL COACH (1995)
B.S., Mississippi College
- WILLIE J. COATS HEAD FOOTBALL COACH (1994)
B.S., University of Southern Mississippi; M.Ed., Delta State University
- MARTY COOPER BASKETBALL COACH/MEN'S
AND WOMEN'S TENNIS COACH (1991)
B.S., Rio Grande College; M.A., Miami University
- JIMMY C. DEMPSEY VOCATIONAL-TECHNICAL COUNSELOR (1990)
B.S., Delta State University; M.Ed., Mississippi State University
- TODD ELDRIDGE LIBRARY TECHNICAL ASSISTANT (1997)
B.F.A., M.S., Mississippi State University
- CYNTHIA LANETTE HANNA RECRUITER/TECH PREP
CAREER CENTER DIRECTOR (1995)
A.A., East Central Junior College; B.B.A., Mississippi State University

- JAMES HANSFORD INDUSTRIAL COORDINATOR (1994)
A.A.S., East Central Junior College; B.S., M.Ed., Mississippi State University
- MARY F. HANSON ... DIRECTOR OF LEARNING SKILLS CENTER (1994)
B.A., Baylor University; M.Ed., Southern Methodist University; further work at Texas A & M at Commerce
- GLORIA JOHNSON ASSISTANT LIBRARIAN (1994)
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further work at Mississippi State University; University of Southern Mississippi; Jackson State University
- JOE A. KILLENS DIRECTOR OF STUDENT LIFE / STUDENT RECRUITER (1994)
B.S., University of Southern Mississippi; further work at University of Mississippi
- MARIA LEACH ASSISTANT TO THE DIRECTOR OF PUBLIC INFORMATION (1994)
A.A., East Central Community College; B.S., Mississippi College
- DEREK PACE ASSISTANT DIRECTOR FOR TECHNOLOGY MANAGEMENT (1994)
B.S., University of Southern Mississippi
- TAMMY PARKES .. COUNSELOR, PHILADELPHIA-NESHOBA COUNTY VOCATIONAL-TECHNICAL CENTER (1991)
B.A., Delta State University; M.Ed., Delta State University; Ed.S., Mississippi State University
- JOSEPH RENAUD PERSONAL DEVELOPMENT SPECIALIST (1993)
A.A., Jones County Junior College; B.S., University of Southern Mississippi; further work at Mississippi State University
- GLORIA RIGDON COLLEGE NURSE (1996)
A.S.N., East Central Community College
- LEE ANN SCOGGIN ADMINISTRATIVE ASSISTANT TO THE PRESIDENT (1972)
A.A., East Central Junior College; B.S., Mississippi State University
- LAURA R. THORNE ACCOUNTANT (1991)
A.A.S., East Central Junior College; A.A., East Central Community College; B.P.A., Mississippi State University
- TERRY A. UNDERWOOD ASSISTANT FOOTBALL COACH (1993)
A.A., Jones County Junior College; B.S., M.Ed., Delta State University
- NATALIE VANCE BASIC SKILLS SPECIALIST (1997)
A.A., Copiah-Lincoln Junior College; B.S., Mississippi State University; M.Ed., University of North Texas; further work at Mississippi State University

- RONALD B. WESTBROOK DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER (1994)
A.A.S., East Central Junior College; B.S., Mississippi State University
- ROGER WHITLOCK WORK-BASED LEARNING COORDINATOR (1994)
B.S., M.Ed., Mississippi State University
- DALE D. WOOD ASSISTANT LIBRARIAN (1975)
A.A., Hinds Junior College; B.A., University of California, Santa Barbara; M.B., University of Southern Mississippi; further work at University of Southern Mississippi

FACULTY

- ROSEMARY ADCOCK SPECIAL POPULATIONS INSTRUCTOR (MATHEMATICS) 1996
B.S., Mississippi State University
- ALFRED BAILEY VOCATIONAL INDIVIDUALIZED DEVELOPMENTAL SYSTEM (1971)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at University of Tennessee, Memphis State University, Memphis Area Vocational School and Memphis Technical School
- LEONARD BARRIER ENGLISH (1989)
A.A., East Central Junior College; B.A., M.A., Mississippi College; further work at Mississippi State University
- JAMES BAYNE WELDING, BRAZING, SOLDERING (1990)
A.A., East Central Community College
- JIM BLACKBURN ELECTRONIC TECHNOLOGY (1993)
A.A.S., East Central Community College; further work at Mississippi State University
- ELIZABETH BRELAND BUSINESS TECHNOLOGY (1975)
B.S., M.Ed., Mississippi College; further work at Mississippi State University
- WENDY BUCHANAN ADN INSTRUCTOR (1997)
A.A., Meridian Community College; B.S., M.S.N., University of Southern Mississippi
- KATHARINE K. BUCKMAN ... LICENSED PRACTICAL NURSING (1995)
A.D.N., Meridian Community College

- ANN T. BULLOCK BUSINESS TECHNOLOGY (1986)
B.S., M.Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University
- L. B. BULLOCK MATHEMATICS, COMPUTER SCIENCE (1986)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at University of Southern Mississippi; Jackson State University
- ANN BURKES LIBRARY SCIENCE (1986)
A.A., East Central Junior College; B.S., M.S., Ed.S., University of Southern Mississippi; further work at Mississippi State University and the University of Southern Mississippi
- ROGER BURKES METAL TRAINING
PHILADELPHIA-NESHOBA COURSE
VOCATIONAL-TECHNICAL CENTER (1991)
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.C.S., University of Mississippi
- THOMAS W. CARSON MUSIC (1986)
A.A., East Central Junior College; B.M.E., M.M.E., Delta State University
- RICHARD W. CLARK MACHINE SHOP TECHNOLOGY (1986)
A.A., East Central Junior College; further work at Mississippi State University
- MONELLE CLIFTON ADN INSTRUCTOR (1990)
B.S.N., Mississippi College; M.S.N., University Medical Center
- WILLIAM H. COPES, JR. COMMERCIAL TRUCK DRIVING
INSTRUCTOR (1986)
Baker High School, Baker, LA
- PATTI DAVIS BIOLOGY (1994)
A.S., East Central Community College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi State University
- RONALD DAVIS BIOLOGY (1987)
A.S., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi State University and University of Southern Mississippi
- ALFORD DEATON PHYSICS (1968)
B.S., M.Ed., Mississippi State University; further work at Mississippi State University and University of Mississippi
- MARY EVERETT ELECTRICAL TECHNOLOGY (1993)
A.A.S., East Central Community College
- RICHARD FISHER CHEMISTRY (1977)
B.A., Cornell University; Ph.D., University of North Carolina at Chapel Hill

- PATRICIA L. GADDIS ADN INSTRUCTOR (1994)
A.A., Meridian Junior College; B.S., M.S., University of Southern Mississippi; M.A.T., Mississippi State University
- WYTHIA M. GAUDIN ADN INSTRUCTOR (1994)
B.N.I., Intravenous Nurses Certification Corp.; B.S.N., LSU Medical School of Nursing; M.S.N., University of Alabama at Birmingham School of Nursing
- KATHERINE K. GEORGE CHILD DEVELOPMENT
TECHNOLOGY (1986)
A.A., Hinds Junior College; B.S., University of Southern Mississippi; further work at University of Southern Mississippi, Mississippi College, Mississippi State University, and Millsaps College
- CONRAD GERMANY COLLISION REPAIR TECHNOLOGY (1990)
A.A., East Central Community College; prior work at University of West Florida; Pensacola Junior College; in-service workshops Florida and Mississippi; professional training certificates from General Motors, Mitchell International, Dupont, I-Car, Chief Automotive Systems, Akzo Nobel.
- ISA GORGAS ADN INSTRUCTOR (1997)
A.D.N., Meridian Community College; M.S.N., University of Southern Mississippi
- SARAH GRIFFIN COSMETOLOGY (1984)
Certificate, East Central Junior College, Cosmetology School; East Central Junior College, 750 hours-Teacher Training; Pre-Service Training at Mississippi State University; further work at Meridian Junior College; Seminars as required by State Board of Cosmetology
- BRUCE GURAEDY ART (1975)
B.A., M.Ed., University of Southern Mississippi; further work at Mississippi State University and Mississippi College
- LAURA HAMMONS ENGLISH (1997)
B.A., Belhaven; M.A., Mississippi College
- SHELBY L. HARRIS MATHEMATICS (1963)
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Tulane University, Florida State University, Mississippi College and University of Tennessee; Ed.D., University of Southern Mississippi
- LUCKY HARRISON DRAFTING AND DESIGN
TECHNOLOGY (1983)
A.A.S., East Central Junior College; B.S., University of Southern Mississippi; further work at Mississippi State University
- CORINNE HAYES SCIENCE AND TECHNOLOGY
INSTRUCTOR (1997)
B.S., M.S., University of Southern Mississippi

- CHARLES W. HINSON MUSIC (1988)
A.A., Copiah-Lincoln Junior College; B.M.Ed., University of Southern Mississippi; M.M.Ed., Louisiana State University; further work at University of Southern Mississippi and Florida State University
- SAMMY G. HOLDINESS COMMERCIAL TRUCK DRIVER
ASSOCIATE INSTRUCTOR (1990)
A.A., East Central Community College; B.S., Mississippi State University
- ROBERTA HOLT BUSINESS ADMINISTRATION AND
ACCOUNTING (1990)
B.S., M.S., Mississippi University for Women; further work at Mississippi State University
- LILA HUNT SPEECH AND THEATER (1990)
B.A., Southern Illinois University; M.A., St. Louis University; further work at University of Texas; Alabama A & M University, and Kansas State University
- JANICE JACOBS SURGICAL TECHNOLOGY (1990)
Operating Room Technologist Certificate, A.D.N., Meridian Community College
- BRENDA JOHNSON COMPUTER TECHNOLOGY (1990)
A.A.S., East Central Junior College; further work at Mississippi State University
- GLORIA JOHNSON LIBRARY SCIENCE (1978)
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further work at Mississippi State University; University of Southern Mississippi; Jackson State University
- THOMAS KEY BIOLOGY (1991)
B.A., M.A., Southern Methodist University; Certificate in Radiation Biophysics, University of California at Berkeley; ED.D. (Biology) Ball State University; further work at Indiana University, Oglethorpe University, Clark College, Antioch Seminary, Immanuel Seminary
- LYNETTE KILPATRICK ALLIED HEALTH INSTRUCTOR
PHILADELPHIA-NESHOBA COUNTY
VOCATIONAL-TECHNICAL CENTER (1997)
A.D.N., Meridian Community College
- BRENDA W. KIRBY ADN INSTRUCTOR (1994)
A.A., East Central Junior College; A.D.N., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi
- BILLY R. LOVETT PSYCHOLOGY (1993)
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.S., George Washington University; further work at Mississippi State University

- FREDRICK P. LYONS CARPENTRY AND CABINET MAKING (1988)
Certificate, Carpentry and Cabinet Making, East Central Junior College
- MARTHA MCELHENNEY ADN INSTRUCTOR (1996)
A.A., Meridian Junior College; Diploma, Three Year Diploma, Matte Herse School of Nursing, B.S., University of Southern Mississippi; M.S.N., Mississippi University for Women
- MAXINE MCKEE SOCIOLOGY INSTRUCTOR (1996)
B.A., M.A., Jackson State University; further work at Jackson State University
- LEIA MCMILLIN BUSINESS TECHNOLOGY INSTRUCTOR (1997)
B.S., Master's degree in Vocal Ed., Ed.D. in Tech. & Ed., Mississippi State University
- LEON McMULLAN MATHEMATICS (1970)
B.S., Mississippi College; M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University
- DALE MCNAIR AUTOMOTIVE TECHNOLOGY (1996)
A.A., East Central Junior College; further work at Mississippi State University
- GLORIA S. MCRAE MATHEMATICS (1994)
A.A., East Central Junior College; B.M.Ed., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi University for Women
- JOHN R. MAY MUSIC (1995)
B.M.E., M.M.E., Delta State University
- POLLY B. MAYES DRAFTING AND DESIGN (1987)
A.A.S., East Central Junior College; further work at University of Southern Mississippi
- LESTER S. MILES HEATING AND AIR-CONDITIONING
TECHNOLOGY (1984)
A.A., East Central Community College; Certificates: Refrigeration and Air-Conditioning from Mississippi Delta Junior College; Carrier Corporation, Memphis, Tennessee; further work at Mississippi State University
- GARY ANN MOORE MATHEMATICS (1997)
A.A., East Central Community College; B.S., M.Ed., Delta State University
- WANDA E. MOORE ECONOMICS (1995)
A.A., East Central Community College; B.B.A., M.B.A., Mississippi State University; further work at Mississippi State University
- WILLIAM R. MOTT ELECTRONIC TECHNOLOGY (1993)
A.A.S., Meridian Community College

- WILLIAM NORCROSS AUTOMOTIVE MECHANICS
PHILADELPHIA-NESHOBA COUNTY
VOCATIONAL-TECHNICAL CENTER (1988)
Attended East Central Community College; Mississippi State University
- SAMUEL PACE SOCIOLOGY (1988)
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University
further work at Mississippi State University
- VIRGINIA B. PACE ENGLISH (1980)
A.A., East Central Community College; B.S., M.Ed., Mississippi State University
- ROBERT LEE PEARSON AUTOMOTIVE TECHNOLOGY (1988)
A.A.S., Hinds Community College; Certificate- Automotive Mechanics
East Central Community College; further work at Mississippi State University and University of Southern Mississippi; Certificates in ten areas
Ford Motor Company; Factory trained General Motors and Chrysler; Certified eight areas of Automotive Service Excellence; Paramedic, Hinds Community College
- BRENDA G. PIERCE BUSINESS & COMPUTER TECHNOLOGY
PHILADELPHIA/NESHOBA CENTER (1988)
A.A., East Central Junior College; B.A., University of Southern Mississippi
M.Ed., University of Southern Mississippi
- LINDA B. PIERCE ENGLISH (1984)
A.A., East Central Junior College; B.S., M.S., University of Southern Mississippi; Ed.S., Mississippi State University; further work at University of Mississippi; University of Southern Mississippi; Mississippi College; Mississippi State University
- ALICE POUNCEY PSYCHOLOGY AND HOME ECONOMICS (1969)
A.A., Jones County Junior College; B.S., University of Southern Mississippi
M.Ed., Livingston University; further work at University of Southern Mississippi and Mississippi State University
- JILL POWE INDUSTRIAL SEWING INSTRUCTOR
PHILADELPHIA-NESHOBA COUNTY
VOCATIONAL-TECHNICAL CENTER (1996)
Attended East Central Community College
- ROSS PRICE VOCAL MUSIC INSTRUCTOR (1997)
B.M., Church Music, M.M., Vocal Performance, Mississippi College; further work in Opera Performance at Boston University, Boston, MA
- KASANDRA K. REYNOLDS ADN INSTRUCTOR (1993)
A.A., Meridian Community College; B.S., University of Southern Mississippi; M.S.N., University of Mississippi Medical Center

- BARON SCOTT COMPUTER TECHNOLOGY (1997)
B.S., Mississippi University for Women; further work at Mississippi State University; University of Alabama
- DELORENDA B. SMITH ENGLISH (1995)
A.A., East Central Junior College; B.S., M.S., University of Southern Mississippi
- SANDRA L. THOMAS LICENSED PRACTICAL NURSING (1992)
A.D.N., Meridian Junior College
- THOMAS W. THRASH SOCIAL SCIENCE (1962)
A.A., East Central Junior College; B.S., M.S.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University
- SANDRA L. WEDGEWORTH RELATED STUDIES
PHILADELPHIA-NESHOBA COUNTY
VOCATIONAL-TECHNICAL CENTER (1991)
A.A., East Central Junior College; B.A., University of Southern Mississippi; further work at Utah State University and Colorado School of Mines
- JUANITA WEST ENGLISH (1992)
A.A., Clarke College; B.A., William Carey College; M.S., University of Southern Mississippi; further work at Mississippi State University, University of Missouri, and University of Southern Mississippi
- JASON WHITE DIVERSIFIED TECHNOLOGY INSTRUCTOR
PHILADELPHIA-NESHOBA COUNTY
VOCATIONAL-TECHNICAL CENTER (1997)
A.A.S., East Central Community College; B.S., University of West Alabama
- HEISA LEE WILKINSON MUSIC INSTRUCTOR-KEYBOARD (1996)
B.M.E., M.M.E., Mississippi State University; further work at the University of Southern Mississippi; A.A.S., East Central Community College; B.S., University of West Alabama
- GAIL D. WOOD LIBRARY SCIENCE (1975)
A.A., Hinds Junior College; B.A., University of California, Santa Barbara; M.S., University of Southern Mississippi; further work at University of Southern Mississippi
- LUCILLE WOOD PHYSICAL EDUCATION AND EDUCATION (1956)
A.A., East Central Junior College; B.S., M.A., University of Southern Mississippi; further work at University of Mississippi, University of Southern Mississippi and Mississippi State University
- MARY ANN WRIGHT CHILD DEVELOPMENT TECHNOLOGY (1993)
B.S., University of Mississippi; further work at the University of Southern Mississippi, Mississippi State University, and the Ross Collins Vocational Center

ADJUNCT FACULTY

- CARRIE ALFORD ENGLISH
A.A., East Central Junior College; B.S., M. Ed., Mississippi State University
- TANYA BOLER ENGLISH
A.A., East Central Community College; B.S., and M. Ed., Mississippi State University
- SHERRY BOONE ENGLISH
A.A., Hinds Junior College; B.A., M.A., Mississippi College
- KATHIE BOUNDS ENGLISH
B.S., Mississippi State University for Women; M.Ed., Mississippi State University
- JENNIFER BOWERS BIOLOGY
B.S., Millsaps College; M.Ed. Auburn University
- TERESA BOYKIN NURSING
L.P.N., A.D.N., Meridian Junior College; B.S.N. University Medical Center
M.S.N., University of Southern Mississippi
- LUIS CARTEGENA SPANISH
A.A., Technology Agriculture Institute; B.A., University of Chile; M.Ed. University of Chile
- DIANNE CARTER MATHEMATICS
B.S., Mississippi State College for Women; M.Ed., Mississippi State University
- JOE CLARK MATHEMATICS
A.A., East Central Junior College; B.A., Livingston State College; M.Ed. Mississippi College; further work at Mississippi State University
- RAYMOND CLARK MATHEMATICS
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at Mississippi State University
- GAIL COATS MATHEMATICS
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University
- JENNIFER COOPER BIOLOGY
B.S., Miami University; M.S., Livingston University
- LINDA CORLEY SPEECH
A.A., East Central Junior College; B.S., M.S., M. Phi., University of Southern Mississippi
- JAMES DAVIS BIOLOGY
A.A., Pearl River Junior College; B.S., Delta State University; MS, William Carey College

- DIANE DOUGLAS PSYCHOLOGY
A.A., East Central Community College; B.S., University of West Alabama; M.Ed., Mississippi State University
- HANDY EDGAR MUSIC
B.B., B.A., Mississippi State University; M.A., Jacksonville State University, AL; M.S., Southwest Georgia College
- NANCY ELLIS ENGLISH
B.A., Mississippi University for Women; M.A., Mississippi State University
- JO FAUROT FORESTRY
A.A., Holmes Junior College; B.S., M.Ed., Mississippi State University
- ROBIN FULTON MATHEMATICS
B.B., Mississippi State University
- EM GANDY SPANISH
A.A., East Central Community College; B.A., Mississippi State University
- JOHAN GORDON ENGLISH
A.A., Holmes Junior College; B.S., M.Ed. Mississippi State University
- FRANCES GRAHAM PSYCHOLOGY
A.A., East Central Junior College; B.S., M.S., Mississippi State University
- LISA GREENWOOD COMPUTER
B.S., M.Ed., Mississippi State University
- LARRY GRESSETT PSYCHOLOGY
A.A., East Central Junior College; B.S., Mississippi College; further study at University of Southern Mississippi
- MARK GUNN HISTORY, GEOGRAPHY
A.A., East Central Community College; B.S., M.A., University of Southern Mississippi
- JOYCE HILL COMPUTER TECHNOLOGY
B.S., M.Ed., Ed.S., Mississippi State University
- SCOTT HUBERT PSYCHOLOGY
B.A., Southern Methodist University; M.Ed., University of North Carolina; Ed.S., Mississippi State University; M.P.P.A., Mississippi State University
- KATHY HUMPHRIES PHYSICAL EDUCATION
B.S., Delta State College; M.Ed., Mississippi State University
- BOB JACKSON HISTORY
B.A., University South Alabama; M.Ed., Mississippi State University
- JOE JOHNSON BIOLOGY
A.A., Meridian Junior College; B. S. University of Southern Mississippi; M.Ed. Mississippi State University

- KEITH JUSTICE ENGLISH
A.A., Meridian Community College; B.A., M.A.T., Mississippi State University
- TONY KINTON ENGLISH
B.M.E. and M.Ed., Mississippi College
- SHARON LE'JUNE BIOLOGY
A.A., East Mississippi Junior College; B.S. M.A.T., Ed.S. Livingston University
- KATHY LAND HISTORY
A.A., East Central Community College; B. S. M. Ed., Mississippi College
- MELISSA LEWIS CHILD CARE
BC, M.S. Mississippi State University
- MARC MCCOOL HISTORY
A.A., East Central Junior College; B.S. University of Mississippi; M.Ed. Mississippi State University
- LARRY MCCULLOUGH MATHEMATICS
A.A., East Central Community college; B.S., M.Ed., Mississippi State University
- MATTIE CLAIRE MCMILLAN NUTRITION
B. S. William Carey; M.Ed., University of Southern Mississippi with further studies at Mississippi State University and Mississippi College
- VIKKI MCNAIR COMPUTER, MATHEMATICS
A.A., East Central Junior College; B. S. M.Ed., Mississippi State University
- ZUDITH MANNING ENGLISH
B.A., M.Ed. Mississippi College; Ph.D., University of Knoxville, TN.
- ANNIE PEARL MATTHEWS GOVERNMENT
B. S. M.A.ED, Mississippi State University
- SANDRA MEASLES ENGLISH
A.A., East Central Junior College; B.S., M.A.T., Mississippi State University
- PATSY MOORE ENGLISH
A.A., Holmes Junior College; B.S., M.S., Ed.S., Mississippi State University
- BARBARA MOWDY MATHEMATICS
A.A., East Central Junior College; B.S., University of Southern Mississippi; MS, Mississippi State University
- TONYA NOWELL PSYCHOLOGY
A.A., East Central Junior College; BA, M.S., Mississippi State University
- GERARD PABST CHEMISTRY
B.S., M.S., Ph.D., Mississippi State University

- HARRY PARKS PSYCHOLOGY
B.A. and M.Ed., Delta State University
- LATHY PEARCE MATHEMATICS
A.A., Jones Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University
- DESSA PEEBLES HISTORY
B.A., M.A., University of Alabama; Ph.D., Indiana University
- HARLA MUNN PEPPER COMPUTER
A.A., Holmes Junior College; B.S., Delta State University; M.Ed., Mississippi State University
- FAMULA PEOPLES PSYCHOLOGY
B.S. M.Ed., Ed.S., Mississippi State University
- ED POPE ENGINEERING
B.S., Mississippi State University; M.C.E., Mississippi State University; further study at Virginia Tech University
- SHARON REED SPANISH
B.S., M.A., Ed.S., Mississippi State University
- CHARLOTTE REEVES PSYCHOLOGY
B.S., University of Southern Mississippi; M.Ed., Mississippi State University
- JOHN REEVES HISTORY
B.A., University of Mississippi; M.A., University of Alabama
- RONALD RENFROE HISTORY
A.A., East Central Junior College; B.S., Delta State University; M.Ed., Mississippi College; Ed.S., Mississippi College
- GLORIA RHINEWALT ENGLISH
B.S., M.A., Mississippi State University
- BULA RIVERS COMPUTER
B.S., St. Mary's Dominican College; M.Ed., William Carey College; further work at Mississippi College and University of Southern Mississippi
- KEVIN RYALS SPEECH
B.S., Mississippi State University; M.S., University of Southern Mississippi
- TOMMY SANDERS AGRICULTURE
A.A., Northwest Mississippi Junior College; B.S., M.S., Mississippi State University
- JUDY SANDERS HISTORY
B.S., M.Ed., Mississippi State University
- KIM SANFORD HISTORY
A.A., Jones Community College; B.S.S., William Carey College; M.S.S., Mississippi College

- CAROL SHACKELFORD
A.A., East Central Community College; B.S., M.Ed., Ed.S., Mississippi
University
- ROBERT SMITH
A.A., East Central Community College; B.S., M.Ed., Mississippi State
University
- SHEILA SMITH
A.A., East Central Junior College, B.S., M.S., University of Southern Miss
issippi
- PEGGY SNOW
B.S., M.Ed., Mississippi State University
- RICHARD STILL
B.S., United States Naval Academy; J.D., and L.L.M., Georgetown University
School of Law
- PAULA STOKES
A.A., East Central Junior College; B.A., M.Ed., Mississippi State University
- MICHAEL THOMPSON
A.A., Meridian Community College; B.S., Mississippi College
- BOBBY THRASH
A.A., East Central Junior College; B.A., M.S., University of Southern Miss
issippi; M.S., John Hopkins University
- MICKEY VANCE
A.S., East Central Community College, B.S. and M.O.A., University of
Southern Mississippi
- CAROL VICKERS
A.A., East Central Junior College; B.A., M.A., University of Southern Miss
issippi
- O. S. VICKERS
B.A., M.A., Ed.S., George Peabody College; further work at University of
Southern Mississippi
- DANNY WADE
A.A., East Central Junior College; B.S., University of Southern Mississippi
M.Ed., Mississippi College
- KEVIN WHITE
B.S., Mississippi College; M.S., University of Southern Mississippi
- SYLVIA SLOAN WRIGHT
B.S., M.Ed., Mississippi State University

SECRETARIAL AND ADMINISTRATIVE SUPPORT STAFF

- SHIRAZA BARKER SECRETARY TO THE DIRECTOR OF THE
PHILADELPHIA/NESHOBA COUNTY CENTER (1986)
- DEBBY DAYSINGER SECRETARY TO THE DIRECTOR OF
FINANCIAL AID (1997)
- KATHY CARUCCI ASSISTANT TO THE DIRECTOR OF
FINANCIAL AID #2 (1997)
- DEB CLARK SECRETARY TO THE DIRECTOR OF
ADMISSIONS, RECORDS, AND RESEARCH (1974)
- BARBARA DEATON SECRETARY TO THE FACULTY (1975)
- LYNN FRENCH SECRETARY TO THE BUSINESS MANAGER (1993)
- CAROLIE GERMANY SECRETARY TO THE DEAN OF INSTRUCTION
(1995)
- ANGELA HARTNESS SECRETARY TO THE DEAN OF STUDENTS
(1995)
- BRUCE HEDRICK SECRETARY TO THE DIRECTOR OF ADULT AND
CONTINUING EDUCATION (1994)
- LINDY F. HERRINGTON SECRETARY TO THE DIRECTOR
OF THE PHYSICAL PLANT (1995)
- STACEY HOLLINGSWORTH SECRETARY TO THE DIRECTOR OF
DEVELOPMENT AND ALUMNI RELATIONS (1997)
- LINDA JONES SECRETARY TO THE DIRECTOR OF
VOCATIONAL-TECHNICAL INSTRUCTION (1994)
- ANGELA LUKE DATA MANAGEMENT CLERK (1995)
- TINA LYNCH SECRETARY TO THE BUSINESS MANAGER (1989)
- MITZI NICHOLSON SECRETARY TO THE PRESIDENT (1996)
- LINDA PIERCE SECRETARY TO DIRECTOR OF ADMISSIONS,
RECORDS, AND RESEARCH (1984)
- KATHY PURSER SECRETARY TO THE ADN DIRECTOR (1994)
- BONNIE SAVELL SECRETARY TO THE DIRECTOR OF
VOCATIONAL-TECHNICAL INSTRUCTION (1986)
- MARTHA SIBLEY SECRETARY TO THE DEAN OF STUDENTS (1995)
- EMILIE D. SMITH SECRETARY FOR THE CAREER CENTER (1996)

SHELIA STAMPER ... SECRETARY TO THE BUSINESS MANAGER (1995)
 VIRGIE THAMES ... SECRETARY FOR SMALL BUSINESS CENTER (1995)
 CARRIE UNDERWOOD ... SECRETARY FOR THE DIRECTOR
 OF ATHLETIC STAFF (1995)
 JEANNIE VANCE ... SECRETARY TO THE FACULTY (1995)
 BURMA WEIDLER ... ASSISTANT TO DIRECTOR OF
 FINANCIAL AID (1995)
 KAREN YATES ... SECRETARY TO THE DIRECTOR
 OF PUBLIC INFORMATION (1995)

SUPPORT STAFF

BETTY D. ADCOCK ... WOMEN'S DORMITORY SUPERVISOR (1995)
 WESLEY CHANDLER ... ELECTRICIAN (1995)
 MARY JANE CLEVELAND ... CUSTODIAN (1995)
 JENNIFER COOPER ... BOOKSTORE MANAGER (1995)
 GROVER COX ... CUSTODIAN SUPERVISOR (1995)
 ALTON FOREMAN ... GROUNDS KEEPER (1995)
 JOHN A. FOREMAN ... SUPERVISOR GROUNDSKEEPER (1995)
 WILLIE GALLASPY, JR. ... CUSTODIAN (1995)
 CAROLYN HARALSON ... WOMEN'S DORMITORY SUPERVISOR (1995)
 JOHN HERRINGTON ... PAINTER (1995)
 BRENDA K. JOHNSON ... CHILD CARE ATTENDANT (1995)
 ROBERT JOHNSON ... GROUNDS (1995)
 KATHERINE KIDD ... CUSTODIAN (1995)
 REBECCA LIVINGSTON ... CHILD CARE ATTENDANT (1995)
 BILLY J. LUCROY ... CUSTODIAN (1995)
 BUFFY MARTIN ... CUSTODIAN (1995)
 KENNETH MASSEY ... PLUMBER (1995)
 SUSAN MILES ... CHILD CARE ATTENDANT (1995)
 JOHNNY MOORE ... CUSTODIAN (1995)
 MICHAEL MOORE ... CUSTODIAN, PHILADELPHIA
 NESHOBIA CENTER (1995)
 SEAN MOWDY ... GROUNDS (1995)

DEAN CUNE ... CUSTODIAN (1996)
 MICHAEL MCWHIRTER ... ELECTRICIAN HELPER (1995)
 JERRY NELSON ... CARPENTRY (1997)
 JERRY PATRICK ... CAMPUS SECURITY GUARD (1977)
 MARTHA K. PATRICK ... CUSTODIAN (1988)
 DONALD VANCE ... CUSTODIAN (1988)
 JOHN VAUGHN ... DIRECTOR OF B.S.U. (1995)
 JERRY WILLIAMS ... GROUNDS (1997)
 JERRY WILLIAMS ... GROUNDS (1996)
 DEBRA WILSON ... CUSTODIAN (1995)
 JERRY WROTEN ... CUSTODIAN (1976)

COMMITTEES OF THE FACULTY

ADMINISTRATIVE COUNCIL:

President, Dean of Instruction, Dean of Students, Business Manager, Director of Development and Alumni Relations, Director of Admissions, Records, and Research, Director of Adult and Continuing Education, Director of the Learning Skills Center, Director of Vo-Tech Instruction, Director of the Associate Degree Nursing Program, Division Chairs, Librarian, Director for Technology Management, Career Center Team Leader, Athletic Director, Director of Public Information, and Director of Maintenance (Two faculty guests are invited each week during the academic year).

APPEALS COMMITTEE FOR ABSENTEES:

Dean of Students, Director of Admissions, Records, and Research, Counselor, Faculty, and Student

ACADEMIC PROBATION:

Dean of Instruction, Dean of Students, Director of Admissions, Records, and Research, Mr. James Bayne, and Mrs. Roberta Holt

ADMISSIONS:

Dean of Instruction, Dean of Students, Director of Admissions, Records, and Research, Mr. R.W. Clark, and Mrs. Brenda W. Kirby

BEAUTY PAGEANT:

Mrs. Corinne Hayes, Ms. Wendy Buchanan, Mrs. Sarah Griffin, Mr. Buddy Johnston, Mr. John May, Mrs. Linda Pierce, Consultant, Mrs. Alice Pourany, Ms. Juanita West, Ex Officio — Yearbook, and student representative

BUDGET TASK FORCE:

Mr. Harvey Trapp, Chair, Dr. Phil A. Sutphin, Mr. Randall Lee, Mr. John Adcock, Mrs. Ann Burkes, Mr. Gene Davis, Mr. Ron Davis, Mr. Mike Dearing, Mr. Bruce Guraedy, Ms. Nancy Harris, Dr. Shelby Harris, Mrs. Linda Pierce, Mrs. Mary Everett, Mr. Conrad Germany, and Mrs. Martha McElhenney

CURRICULUM:

Dr. Phil A. Sutphin, Chair, Mr. John Adcock, Mr. Michael Alexander, Mrs. Katharine Buckman, Mr. Ron Davis, Mr. Jimmy Dempsey, Mr. Bruce Guraedy, Ms. Laura Hammons, Ms. Nancy Harris, Dr. Shelby Harris, Mr. Charles Hinson, Dr. Tom Key, Mr. Bill Lovett, Mrs. Polly Mayes, Mr. Raymond McMullan, Mrs. Gloria McRae, Mr. Ron Mott, Mrs. Linda Pierce, Mrs. Kasandra Reynolds, and two student representatives

DISCIPLINE:

Mr. Michael Alexander, Mr. Jimmy Dempsey, Ms. Gloria Johnson, Student, and Dean of Students, ex-officio

FINANCIAL AID APPEALS:

Dean of Students, Academic Counselor, Director of Financial Aid, Vo-Tech Counselor, Director of Admission, Records, and Research, Mrs. Monelle Linton, Mr. Dale McNair, and Mrs. Gail Wood

HOMEcoming:

All personnel

HONORS COUNCIL:

Mrs. Linda Pierce, Chair, Mr. Ron Davis, Dr. Richard Ethridge, Mr. Bruce Guraedy, and Dr. Shelby Harris

INTERCOLLEGIATE ATHLETICS:

Athletic Director and All Head Coaches

INTRAMURAL:

Mr. Mike Anderson, Chair, Mr. Timmy Coats, Mr. Willie Coats, Mr. Sammy Pace, Mr. Robbie Pearson, Mr. Terry Underwood, and Miss Lucille Wood

LEARNING RESOURCES ADVISORY COMMITTEE:

Ms. Mary Hanson, Chair, Dean of Instruction, Dean of Students, Director of Adult and Continuing Education, Mrs. Rosemary Adcock, Mr. Michael Alexander, Mr. Leonard Barrier, Mr. Jimmy Dempsey, Mrs. Gary Ann Moore, Ms. Juanita West, and two students one freshman and one sophomore

LIBRARY:

Mrs. Ann Burkes, Chair, Mr. Leonard Barrier, Mrs. Ann Bullock, Mrs. Patti Davis, Mrs. Lisa Gorgas, Mrs. Lois McMullan, Mrs. Sandra Thomas, Mrs. Laura Thorne, Mr. Tommy Thrash, Mrs. Maudean Sanders, Mrs. Leesa Wilkinson, and student representative

LITERACY TASK FORCE:

Mr. Gene Davis, Chair, Mr. John Adcock, Mr. Al Bailey, Mr. Larry Blackburn, Ms. Mary Hanson, Ms. Maxine McKee, and Mrs. Natalie Vance

RECRUITMENT AND RETENTION TASK FORCE:

Mr. Randall Lee, Chair, Mr. Michael Alexander, Mrs. Sandra Amis, Mr. Brenda Carson, Mr. Tom Carson, Mr. Jamie Clark, Mr. Gene Davis, Mr. Jimmy Dempsey, Mr. Bruce Guraedy, Mrs. Lanette Hanna, Mr. Larry Hogue, Mr. Ricky Harrison, Mr. Bubby Johnston, Mr. Joe Killens, Ms. Mary Leach, Mr. John May, Mr. Raymond McMullan, Mrs. Maudean Sanders, Dr. Eddie M. Smith, Dr. Phil A. Sutphin, Mr. Harvey Trapp, Mrs. Natalie Vance, Mr. Todd Eldridge, SBA President, and Warrior Corps President

SACS SELF-STUDY:

All Personnel

SAFETY COMMITTEE:

Mr. Mike Dearing, Chair, Mrs. Brandi Baucum, Mr. Gene Davis, Mr. Ron Davis, Dr. Richard Fisher, Ms. Katherine George, Mr. Lester Miles, Ms. Gloria Rigdon, and Mrs. Maudean Sanders

SCHOLARSHIP:

Mr. Randall Lee, Mrs. Brenda Carson, Mrs. Brenda Johnson, Mrs. Wanda Moore, and Mr. Harvey Trapp

STAFF DEVELOPMENT:

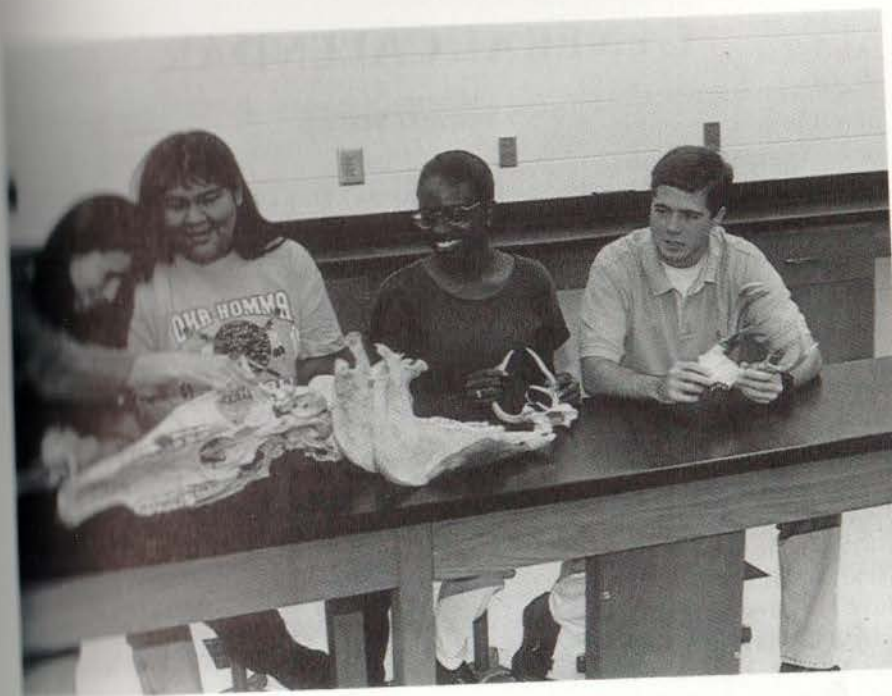
Ms. Cynthia Gaudin, Chair, Ms. Elizabeth Breland, Mr. Bill Lovett, Mr. Frederick Lyons, and Ms. Juanita West

TECHNOLOGY PLANNING:

Mr. David Case, Chair, Dr. Phil Sutphin, Mr. Harvey Trapp, Mr. Randall Lee, Mr. John Adcock, Mr. Jim Blackburn, Mr. L.B. Bullock, Mrs. Ann Burkes, Mr. Ron Davis, Mr. Todd Eldridge, Mr. Bruce Guraedy, Ms. Mary Hanson, Ms. Nancy Harris, Dr. Shelby Harris, Mrs. Janice Jacobs, Mrs. Brenda Johnson, Mrs. Brenda W. Kirby, Mrs. Lisa McMillin, Mr. Raymond McMullan, Mr. Derek Pace, and Mrs. Linda Pierce

TITLE III PLANNING COMMITTEE:

Mr. Larry Hogue, Chair, Dr. Phil A. Sutphin, Mr. Harvey Trapp, Mr. Randall Lee, Mr. John Adcock, Mr. Michael Alexander, Mr. Gene Davis, Mr. Al Deaton, Mr. Jimmy Dempsey, Mrs. Patricia Gaddis, Ms. Mary Hanson, Ms. Nancy Harris, Mr. Ricky Harrison, Dr. Lisa McMillin, Mrs. Lois McMullan, Mr. Ross Price, Mrs. Karon Scott, Ms. Juanita West, and Ms. Mary Ann Wright



GENERAL CALENDAR

1998 Summer Session

Intersession - On-Campus - Day Classes

May 18, Monday	Registration and classes begin
May 25, Monday	Memorial Day
June 5, Friday	Inter-session ends

First Semester - On-Campus - Day Classes

June 8, Monday	Registration
June 9, Tuesday	Classes begin
June 10, Wednesday	Last day to register for the first term
June 11, Thursday	Honors Summer Orientation for new students
June 20, Saturday	Summer Orientation for new students
June 26, Friday	Last day to drop a course with a W
July 2, Thursday	Summer Orientation for new students
July 3, Friday	(Finals) First term ends

Second Semester - On-Campus - Day Classes

July 6, Monday	Independence Day Holiday
July 7, Tuesday	Registration
July 8, Wednesday	Classes begin
July 9, Thursday	Last day to register for the second term
July 15, Wednesday	Summer Orientation for new students
July 24, Friday	Last day to drop a course with a W
July 31, Friday	(Finals) Second term ends

1998-99 Regular Session

First Semester Fall 1998

July 31, Friday	Applications for Admission should be on file
August 8, Saturday	Summer Orientation for New Students
August 10, 11, & 12, Monday, Tuesday, & Wednesday	Faculty Meetings and Workshops
August 6, Thursday	Begin band practice
August 9, Sunday	Begin football practice
August 14, Friday	Completion of Orientation and Registration
August 16, Sunday	Residence Halls open at 2:00 p.m.

August 17, Monday	Begin day classes, late registration fee charged beginning at 8:00 a.m.
August 17-20, Monday through Thursday	Evening Registrations at 6:30 p.m.
August 24, Monday	Begin Evening Classes
August 28, Friday	Last day to register or change classes
September 7, Monday	Labor Day Holiday
September 25, Friday	Last day to remove I's of previous semester
October 12 & 13, Monday & Tuesday	Fall Break
October 14, Wednesday	Mid-term grades due in Records Office at 8:00 a.m.

November 23, Monday	Spring Semester Advance Registration begins
November 25, 26, & 27, Wednesday, Thursday, & Friday	Thanksgiving Holidays
November 30, Monday	Resume class schedule
December 4, Friday	Last day to drop a course with a W
December 11, Friday	Last day of regular classes
December 14, 15, 16, & 17	Final Exams
December 17, Thursday	Christmas Holidays begin for students at 12:30 p.m.
	Residence Halls close at 2:00 p.m.
	Final grades due in Records Office at 2:30 p.m.

Second Semester Spring 1999

January 8, Friday	Completion of orientation and registration
January 10, Sunday	Residence halls open at 4:00 p.m.
January 11, Monday	Begin day classes, late registration fee charged beginning at 8:00 a.m.
January 11-14, Monday through Thursday	Evening registrations at 6:30 p.m.
January 18, Monday	Martin Luther King Day
January 19, Tuesday	Begin Evening Classes
January 22, Friday	Last day to register or change classes
February 19, Friday	Last day to remove I's of previous semester
March 5, Friday	Spring Holidays begin at 3:15 p.m.
	Residence Halls close at 4:00 p.m.
March 15, Monday	Resume class schedule
March 17, Wednesday	Mid-term grades due in Records Office at 8:00 a.m.
April 2, Friday	Easter Holiday
April 19, Monday	Fall Semester Advance Registration begins

April 30, Friday Last day to drop a course with a W
 May 7, Friday Last day of regular classes
 May 10, 11, 12, & 13 Final Exams
 May 13, Thursday Final grades due in Records Office by 2:30 p.m.
 May 14, Friday Commencement at 8:00 p.m.

Summer Session Summer 1999

Interession - On-Campus - Day Classes

May 17, Monday Registration and classes begin
 May 31, Monday Memorial Day
 June 4, Friday Inter-session ends

First Semester - On-Campus - Day Classes

June 7, Monday Registration
 June 8, Tuesday Classes begin
 June 9, Wednesday Last day to register for the first term
 June 10, Thursday Honors Summer Orientation for New Students
 June 19, Saturday Summer Orientation for New Students
 June 25, Friday Last day to drop a course with a W
 July 1, Thursday Summer Orientation for New Students
 July 2, Friday (Finals) first term ends

Second Semester - On-Campus - Day Classes

July 5, Monday Independence Day Holiday
 July 6, Tuesday Registration
 July 7, Wednesday Classes begin
 July 8, Thursday Last day to register for the second term
 July 14, Wednesday Summer Orientation for New Students
 July 23, Friday Last day to drop a course with a W
 July 30, Friday (Finals) Second term ends
 August 7, Saturday Summer Orientation for New Students



CHAPTER 2

GENERAL INFORMATION

PURPOSE OF THE COLLEGE

East Central Community College seeks to fulfill the educational needs of its students from the five-county district which it serves. In a continuing effort to meet these needs, the College, through its board of trustees, administration, faculty, and staff conceives its purpose to be to provide instruction and service. To achieve its instructional goals, the College provides programs of instruction which incorporate knowledge and skills applicable to life in a complex world society. In addition to offering its students opportunities for their mental, physical, and emotional development, the College, as a service provider, also offers the constituencies of the district counties opportunities for assistance for growth and advancement.

To successfully fulfill its purpose, East Central Community College provides, at minimum cost, a variety of programs which include senior college or university parallel, technical, health-related, vocational, adult, and remedial education. The College further subscribes to and provides for self-improvement, continuing education, and community services, workforce training, small business development, career exploration resources, special workshops, and other opportunities.

Through curricular and extracurricular activities, the College provides experiences which lead to the development of the total individual. In addition to academic advisement/intervention, these experiences include opportunities for participation and leadership in campus activities and student organizations.

INSTITUTIONAL GOALS

1. To provide effective instructional programs for the first two years of university-parallel curricula to prepare students for successful transfer to senior institutions.
2. To provide vocational, technical, and health-related programs designed to prepare students for immediate employment.
3. To provide a developmental program of instruction to raise basic skills levels of students whose academic foundation requires strengthening.

4. To provide enriched educational experiences for academically talented students.
5. To provide guidance, counseling, and other student services to aid students in the attainment of personal, educational, and occupational goals.
6. To provide specialized training programs which will develop a productive work force for new and expanding district businesses and industries.
7. To provide administrative services and technology to support the faculty in its commitment to offer a high quality, innovative educational program for students.
8. To offer community services, continuing education programs, and adult basic education programs to meet the educational, occupational, and personal needs of both youth and adults and to cooperate with high schools and service agencies in providing community education programs.
9. To serve as a cultural and recreational center for the service area by offering a broad range of programs to enrich the community and to enhance creative expression in music, dance, theater arts, visual arts, sports, and recreation.

HISTORY OF THE COLLEGE

In 1928 the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of Mississippi public junior colleges. East Central Community College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades which comprised the Newton County Agricultural High School were a part of the college until 1958 when they joined the Decatur Attendance Center.

In March of 1939, East Central Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It has been reaffirmed each decade since. The college holds membership in the Mississippi Association of Colleges, the Mississippi Association of Community and Junior Colleges and the American Association of Community and Junior Colleges.

Originally the institution was supported by three counties Newton, Neshoba and Scott. Later they were joined by Leake and Winston.

From the two members of the original faculty of East Central Community College Mrs. W.W. Newsome and Mr. Robert Marshall the number of administrators, faculty, and professional staff employed by the college has increased

to 117 for the current year. Since its founding, six presidents have served the institution.

SCHOOL PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislature, the school has experienced growth in buildings and facilities during the past several years. The school plant consists of approximately 150 acres with buildings and facilities now valued at over nine million dollars. There are nine main brick buildings. All residence halls, classrooms and offices are air conditioned. In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.

ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, dean of instruction, business manager, director of development and alumni relations, adult and continuing education director, public information director, computer analyst, and the Board of Trustees' room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. The 7,995 square foot facility was built in 1962 as the library for the college but was renovated for administrative use when the Burton Library was occupied. It is modern, spacious, and comfortable and is located on the front of the campus adjacent to the student services building.

ASSOCIATE DEGREE NURSING/CHILDCARE BUILDING

Containing over 20,000 square feet of floor space, this facility opened in 1996 and houses both the associate degree nursing and child care programs. This modern facility contains classrooms, lecture rooms, computer labs, and laboratories.

BRACKEEN-WOOD PHYSICAL EDUCATION BUILDING

This building was constructed in 1970 and is located near the football stadium. Offices for football, baseball, and basketball are housed in this facility in addition to dressing facilities, the varsity basketball court, and the weight room.

BRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER

Containing over 58,000 square feet of floor space, this facility opened in 1982 and houses automotive technology, collision repair technology, business and office technology, computer technology, drafting and design technology, electrical technology, electronics technology, heating and air conditioning technology, machine shop technology, surgical technology, and welding.

BURTON LIBRARY

Occupied during the 1976-77 school year, this building is located near the center of the campus and contains a large reading area, a conference room, a spacious lobby, librarians offices, a workroom, a faculty reading room, nine study rooms, and a room for special collections. Total seating capacity, mostly individual and grouped carrels, is 250; and shelving is provided for 50,000 volumes. Provision is also made for housing non-book materials. Closed circuit, public, or commercial television viewing is available in any area of the building. Other media include slides, filmstrips, audio tapes, film loops, and micro texts.

CROSS HALL

The modern science building contains the classrooms and laboratories for the biological, chemical, computer, and physical sciences. In 1990, the chemistry laboratory was completely renovated with modern laboratory tables, equipment, and controlled, vented chemical storage areas added.

HUFF AUDITORIUM AND STUDENT SERVICES BUILDING

This structure has a seating capacity of one thousand and is conveniently located at the front of the campus. The auditorium has excellent acoustics and equipment and is used by the college and community for a variety of activities. Located on the ground floor are several of the student services offices. A major refurbishing of Huff Auditorium, funded by donations to the East Central Community College Development Foundation, Inc., has recently been completed.

JACKSON HALL

The freshman women's dormitory was remodeled in 1963 and again in 1978. Another renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures. It houses 125 women and contains the office and apartment of the dormitory supervisor.

MABRY DINING HALL

Remodeled in 1979, it is a modern building containing four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Gold Room, which seats 120; the Gordon Room, which seats 50; and the Magnolia Room, which seats 20.

NESHOBA COUNTY HALL

This two-story dormitory for men was constructed in 1971. It consists of thirty-one rooms which house sixty-two students.

NEWSOME HALL

Completed in 1957, the sophomore women's dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty women and the dormitory supervisor. Total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation measures.

NEWTON HALL

This two-story classroom building was constructed in 1975 and houses the English, Mathematics, Social Science, History, Journalism, Education, and Psychology departments. Also, sixteen faculty offices are located in this building along with several support facilities.

THE SKILL/TECH ONE-STOP CAREER CENTER

Completed in 1995, this modern building has over 2,700 square feet. Its nine offices and conference room provide space for the industrial and economic development activities of the College.

THE OVID S. VICKERS FINE ARTS CENTER

Occupied in 1969, this facility contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms for the teaching of music and art, and art studios.

RICHARD C. ETHRIDGE HALL

Part of the old Newton County High School property purchased by the College in 1995 and currently used by the College for overflow classroom space, Gerontology, ABE/GED and (pre-college music).

ROBERT COUNTY HALL

This two-story dormitory for men was constructed in 1972. It consists of an apartment for the director of housing and thirty-one rooms which house sixty-two students.

SOUTH CAMPUS

Acquired in the fall of 1995, this 4.5 acre complex consists of a practice field, additional parking areas, and several buildings which house classrooms, office space, a gymnasium, storage, etc. Also housed on South Campus are the Science and Technology program, Truck Driving program, and the Ceramics Lab.

THE STUDENT ACTIVITY CENTER

The office of the Director of Student Activities is located in this building along with many student special activity facilities.

SULLIVAN CENTER

The first floor of the student center houses the grill, bookstore, and post office while the nurse is located on the second floor.

TODD HALL

This dormitory for men was completed in 1957. It is arranged in suites rather than conventional halls found in most men's dormitories. Seventy-two men are housed in this dormitory. A total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation.

THE VOCATIONAL-TECHNICAL ANNEX BUILDING

Completed in 1969, this building is located on the north side of the campus and contains classrooms, offices, and laboratories for several vocational-technical programs.

WINSTON HALL

This residence hall was completely renovated in 1989 and 1990 with structural changes to bring it up to modern standards for housing students. This renovation provided an energy efficient, attractive facility for men. It consists of forty-one rooms which house eighty-two students.

OTHER BUILDINGS

THE PRESIDENT'S HOME

Located on the main street of the town of Decatur at the southeast corner of the campus, this spacious home was constructed in 1961.

FACULTY HOUSES

There are fourteen of these houses located at various sites on the college property.

LEAKE HALL

This two-story building containing sixteen apartments was originally constructed for married students. Today it is occupied by both faculty and married students. A major renovation of this building was completed during the 1994 spring semester.

ATHLETIC FIELDS

THE FOOTBALL STADIUM

Warrior Field was relocated in 1967 and is now equipped with the most up-to-date high intensity lighting, speaker system, and an enlarged seating capacity.

INTRAMURAL FIELD

This playing field is located north of the baseball field and contains an area for intramural sports.

CHRIS GAY IV MEMORIAL BASEBALL FIELD

Situated near the football stadium this well located facility was completed with a gift from the family of former student Chris Gay IV. It has up-to-date lighting, a press box, and aluminum seating.

TENNIS COURTS

Located north of Newsome Hall, this facility contains four lighted tennis courts.

WOMEN'S SOFTBALL FIELD

This playing field is located north of the baseball field. Construction of this field was completed during the 1994 spring semester.

STUDENT ORGANIZATIONS

Student organizations include:

Freshman Class, President's Council, Sophomore Class, and Student Body Association

Honor Society:

Phi Theta Kappa, Scholars Bowl

Curricular organizations include:

Alpha Alpha Epsilon, HOSA, Mu Alpha Theta, Phi Beta Lambda, Sigma Sigma Mu Tau, Student Education Association, Post Secondary Association of Students and Teachers of Early Childhood Education, and VICA

Special interest organizations include:

Accents, Athletics, Band, Cheerleaders, Collegians, Diamond Girls, ECCC Choir, Fashion Squad, Gospel Choir, L.I.F.E., Native American Association, New Directions, Residence Hall Councils, S.A.D.D., and Warrior Corps

Religious organizations include:

Baptist Student Union, Newman Club, Wesley Foundation, and Fellowship of Christian Athletes

Publications include:

Tom-Tom and Wo-He-Lo



CHAPTER 3

ACADEMIC POLICIES

REQUIREMENTS FOR ADMISSION

Implementation of specific admission policies is the responsibility of the administration and faculty of the institution. East Central Community College adheres to an "open admissions" policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, counseling tutorial assistance, etc., that will help the individual students succeed in achieving their educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in the selection of the most appropriate program options. There are no programs at East Central Community College designed for transfer to senior institutions that require a minimum ACT score for admission.

ACADEMIC AND TECHNICAL STUDENTS

To be admitted as a full-time student to an academic or technical program, an applicant must either be a high school graduate, have 19 or more acceptable high school units as evidenced by an official high school transcript, or a high school equivalency certificate from the State Department of Education indicating that satisfactory scores have been earned on the General Education Development Test (GED).

Before admission can be granted, the following must be on file in the Office of Admissions, Records, and Research:

1. An official college application;
2. A high school transcript or a college transcript;
3. Scores on the American College Test (applicants 23 years of age and over are exempt from the ACT requirement except for certain specialized curricula).

Admission as an East Central Community College student does not guarantee admission to a specific program of study.

HEALTH RELATED STUDENTS

ASSOCIATE DEGREE NURSING (ADN)

The associate degree nursing program is a two-year program designed primarily for students who reside in the East Central Community College district, to provide educational opportunities for qualified students desiring a career in nursing. The program responds to the expanding health care needs of the district and state. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experiences. Graduates will receive an Associate Degree in Nursing (AS) and will meet the requirements of the State Board of Nursing to apply to write the National Council Licensure Examination for Registered Nurses, but one is not guaranteed permission to write the exam. Prior convictions for misdemeanors and felonies or any drug impairment may be cause for denial.

The East Central Community College associate degree nursing program admits one class each year beginning in the fall semester. Nursing students must meet the same general admission requirements as all applicants to East Central Community College. In addition, they must meet the requirements listed below:

1. In accordance with the admission requirements of the Board of Trustees of State Institutions of Higher Learning, an applicant must have a minimum ACT score of 18 (15 if taken prior to October 1989).
2. Applicants must take the National League of Nursing Pre-Admission RN Exam with a grade of 55 or greater percentile AD.
3. Satisfactory completion of English Composition I (ENG 1113), Anatomy & Physiology I (BIO 2514), and Anatomy & Physiology II (BIO 2514) (An applicant may be accepted into the ADN program prior to completing these courses; whereupon these courses must be completed in the summer prior to beginning nursing classes in the fall.) Students who have not received formal notification of admission to the ADN program must meet all the prerequisites established for enrolling in Anatomy and Physiology I. The prerequisite for Anatomy and Physiology I is one of the following: General Biology (BIO 1134 or 1144), General Chemistry I (CHE 1214), Microbiology (BIO 2924), or ACT science score of 21, or Sophomore standing, or admission to a health related program at ECCC or be a licensed practical nurse.

The freshman class is selected during the spring semester prior to the fall admission period. Selection is based on data received by the March 1 deadline. Because enrollment in the ADN program is limited, the selection of those to be admitted is determined by using the following ADN admission procedure which is based on a point system. Therefore, selection is competitive and utilizes the following categories and points.

1. ACT score required (date taken: _____)
possible (18 - 36 points) _____
 2. National League for Nursing Pre-Admission RN Exam score: _____
possible (55 to 100 points from AD percentile) _____
 3. College GPA for all course work required in Nursing attempted during the past six years (or high school GPA if a recent high school graduate) (1-4 point scale) _____
students who have been on academic probation more than one semester or who have repeated more than two failed courses in the courses required for admission to the Associate Degree Nursing program will have ten (10) points subtracted from their admission points. _____
 4. Current ECCC student or past ECCC graduate status (2 points) _____
- Total points used to accept applicants into the ADN program _____

Applicants will be grouped according to official locations of residence. Preferential consideration regarding admission will be given to in-district applicants who meet the basic qualifications. Next, qualified in-state applicants will be considered if spaces remain for the in-coming class. Finally, qualified out-of-state applicants will be considered for admission if spaces are available. Proof of residency will be based on Mississippi statutory requirements.

The number of students admitted is based on the number of nursing faculty on staff. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or full-time equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one.

The applicant must have the following information on file in the Office of Admissions, Records, and Research by March 1, of the year of admission:

1. East Central Community College application,
2. ADN program application,
3. ACT score report,
4. Transcripts from all colleges previously attended (if applicable),
5. High School transcript or GED score report,
6. National League of Nursing Pre-Admission RN Exam score.

Applicants who have been enrolled in nursing programs at other institutions must have been in good standing at the time they withdrew in order to be considered for admission to the East Central Community College nursing program. No provision for advanced placement in the associate degree nursing program, other than the college statement, is made and no nursing courses

are CLEP because of the nature of the program requiring that one be able to master the theoretical as well as the clinical components of the curriculum.

Applications for the fall class will be accepted after the spring semester begins, and all entrance materials must be on file in the Office of Admissions, Records, and Research by March 1. Successful applicants will be notified on or before May 15, by the director of the ADN program.

Upon acceptance into the ADN program, the student must provide satisfactory reports from a physician along with a current record of recommended immunizations. Also required is CPR certification. The student will be responsible for Malpractice Insurance coverage, purchasing uniforms and lab supplies, which may be obtained at East Central Community College.

Upon acceptance into the two-year ADN Program, expenses include: (1) Tuition per semester, \$500 (for room and board expenses see College Catalog, page 75), (2) Lab fees per semester, \$24, (3) Uniform/lab supplies for entire program, approximately \$200, (4) Malpractice insurance, \$30 for entire program, (5) Required textbooks for entire program approximately \$800, (6) Drug screen, approximately \$20, (7) Physical examination, cost determined by the student's selection of practitioner, (8) Vaccinations at the onset and duration of the program, approximately \$250, (9) NLN Assessment Tests, Six (6) tests at \$10 each and one (1) at \$30, entire program, (10) Nursing pins range from \$34-\$122, (11) Graduation fees - \$35, (12) Student Nurses' Association fees for the entire program, approximately \$100, (13) Transportation costs to and from clinical sites, (14) Pinning expenses, (15) Nursing class portraits, approximately \$25. (16) When students stay overnight for out-of-town clinicals, the student will have expenses for meals and hotels, and (17) Post-graduation NCLEX-RN application fees, \$60 (all prices subject to change).

All information pertaining to the associate degree nursing program may be found in the East Central Community College catalog or by contacting NLNAC, 350 Hudson Street, New York, NY 10014 or by telephone 1-800-669-9656.

LICENSED PRACTICAL NURSING (LPN)

To be admitted to the Licensed Practical Nursing Program (LPN) applicants must:

1. Be eighteen (18) years of age or over.
2. Have a minimum of 12th grade education or its equivalent as determined by the General Educational Development Test.
3. Be in good physical and emotional condition as verified by a medical examination and certifying report.*
4. Have acceptable personal qualities as established through a personal interview.

5. Be a citizen of the United State or have pending citizenship.
6. Applicants must have a minimum ACT score of 12 or enhanced ACT score of 16, or equivalent TABE (Level D, Form 5) composite score of 12 in English, mathematics and reading.
7. Applicants must take the NLN Pre-Admission Examination - PN and have a minimum score of 40 percentile.
8. Applicants shall be selected for an interview by the Licensed Practical Nurse Admissions Committee based upon the applicants' scores on the standardized tests listed in item 6 and 7.
9. Be recommended for admission by the Licensed Practical Nurse Admissions Committee.
10. Have current CPR Class C certification.

The East Central Community College health form must be completed by all students initially accepted into the program. Final acceptance of students into the program will not be granted until the medical examination and certifying report is on file.

MEDICAL OFFICE TECHNOLOGY (BOMT)

To be admitted to the Medical Office Technology Program (BOMT) applicants must meet the admission requirements for Academic and Technical students listed previously.

SURGICAL TECHNOLOGY (SUT)

To be admitted to the Surgical Technology Program applicants must meet the following criteria:

1. The applicant must be of legal working age (18) before program completion.
2. The applicant must have a 12th grade education as demonstrated by a high school diploma or its equivalent as demonstrated by the General Development Test.
3. The applicant must be in good physical condition as verified by a medical examination and certifying report. (National Certification Requirement)
4. The applicant must have a minimum enhanced ACT score of 16 or equivalent TABE (Level D, Form 5) composite score of 12.
5. The applicant must be a citizen of the United States or have pending citizenship.
6. The applicant must have acceptable personal qualities as established through a personal interview.
7. Applicants shall be selected for interviews by the Surgical Technology Committee.

8. The applicant must be recommended for admission by the Surgical Technology Admissions Committee.
9. Admissions priority will be given in the following order: (1) district applicants, i.e., legal residents of Leake, Neshoba, Newton, Itawamba, and Winston counties, (2) out-of-district applicants, and (3) out-of-state applicants.
10. Must have CPR-C certification.

*Initial acceptance into the Surgical Technology program must be granted prior to the submission of a medical examination certifying report. Final acceptance into the program will not be granted until an acceptable medical examination certifying report is on file.

TRANSFER STUDENTS

Students desiring to attend East Central Community College after having attended another regionally accredited college must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory standing may be accepted on probation if individual cases indicate a reasonable chance of success in the program selected. If a student is accepted on probation, he/she must make satisfactory progress at the completion of one semester or he/she will be suspended for one semester.

TRANSFER CREDITS

Acceptable credits transferred by students from regionally accredited colleges are reproduced on the students' permanent records at East Central Community College. This action signifies that the credits are judged valid. Only those courses that average C or better will be entered on the record and applied toward graduation when the transferred average is less than C. This will be completed by the end of the first semester in which the student is enrolled.

No credit will be accepted by East Central Community College from a college that does not hold either regional accreditation or candidacy status with a regional accrediting body.

VOCATIONAL STUDENTS

To be admitted as a full-time student to a vocational program to include welding or carpentry and cabinet-making, an applicant must:

1. Be of legal working age (18) before program completion;
2. Complete a federally approved ability-to-benefit test;

3. Have an official application and a transcript from the last school attended on file in the Office of Admissions, Records, and Research;
4. Complete an interview with the vocational counselor or with an instructor in the program of choice.

To be admitted to the cosmetology program or to the licensed practical nursing program, an applicant must:

1. Be a high school graduate;
2. Have an official application and a transcript from the last school attended on file in the Office of Admissions, Records, and Research;
3. Pay a deposit of \$50 as a partial tuition payment (cosmetology only).

PART-TIME STUDENTS

Part-time students meet the same admission requirements as do full-time students except for the ACT.

CONTINUING EDUCATION UNITS

To participate in non-credit (CEU) programs or courses a student should complete an application form and be of sufficient maturity for the course desired.

NOTE: No transcript, certificate, test scores, or anything in addition to a completed application is required unless it is an EMT Course. A personal check covering the cost of the course with course identification on it will hold a place in any class until the first class meeting at which time the application can be completed.

ENGLISH AND MATHEMATICS PLACEMENT

Placement in mathematics and English courses will be based upon (1) ACT scores in the subject areas (2) high school grades (3) assessments made at orientation.

Competency in the areas of English and mathematics will be determined based upon skills demonstrated in the combined criteria enumerated above.

Any student enrolled for nine or more credit hours must enroll in the appropriate English course sequence, Developmental I, II, Composition I or II, during the earliest consecutive semesters of such enrollment. Withdrawal from these courses will not be allowed until the last week for class withdrawals during the semester.

ACT WAIVER FOR ADULTS

Students who have been out of high school for five or more years, or those who are 23 years of age or older will have the ACT requirement waived except for those who wish to enroll in specialized programs.

EARLY ENROLLMENT PROGRAM

East Central Community College has an early enrollment program for high school students. Students may enroll as early as the summer following the eleventh grade and take courses other than English Composition for college credit.

Students must meet the following four requirements for early enrollment:

- (1) Have completed the junior year in high school;
- (2) Have a B average on all high school work completed;
- (3) Have a composite score of 20 on the ACT;
- (4) Complete an application for admission.

BENEFITS FOR VETERANS

East Central Community College is an approved institution for providing education training for veterans. The Director of Admissions, Records, and Research serves as Veterans Advisor and offers assistance in handling matters pertaining to veterans at the College.

SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Director of Admissions, Records, and Research.

International Students

International students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, satisfactory scores on the East Central Community College placement tests, and proof of financial responsibility.

Applicants, both freshmen and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL) and must have a score on the ACT.

The following material must be in the Office of Admissions, Records and Research at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission form.
2. A certified copy of all high school and/or college transcripts of previous credits earned.
3. Information showing sufficient financial support.
4. A copy of Form I-20.

Fees:

1. In addition to the regular tuition and fees paid by in-state students, international students will be assessed fees in the amount of \$2,000 per semester payable at registration.
2. Dormitory facilities will be available each semester only after in-district and in-state students have been housed.

NATIONAL GUARD, VETERANS PREVIOUS EDUCATION, SERVICE MEMBERS OPPORTUNITY COLLEGES; EVALUATION, CREDIT, AND TRANSFER

The College maintains a written record of the previous education and training of each veteran enrolled and appropriate credit is given. When the training period has been shortened proportionately as a result of previous education and training, the veteran or eligible person and VA are so notified.

East Central Community College is a participant in the Mississippi National Guard Higher Education Program. Credit earned in the armed forces is evaluated based upon the recommendations of the American Council on Education. The College is also a member of Service-members Opportunity Colleges (SOC). Seven semester hours of credit can be established on a veteran's record when a copy of the DD214 is presented to the Director of Admissions, Records, and Research. These hours include:

- A. 4 semester hours of Physical Education
- B. 3 semester hours of Personal and Community Health

No credit is granted by East Central Community College on the General Education Development Test. No credit is established by the College for experiential learning but credit is accepted when transcribed by another accredited college.

EAST CENTRAL COMMUNITY COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253

1. EXAMINATION OF RECORDS:

The College records and accounts pertaining to veterans and eligible persons are readily identifiable and available for examination by authorized representatives of the Government.

2. ENTRANCE REQUIREMENTS:

Proof that entrance requirements to East Central Community College have been met prior to enrollment are a part of the veteran's and eligible person's permanent record. They also include the grade in each subject per semester, record of withdrawals, and the number of absences from any subject. These records are maintained in the Office of the Director of Admissions, Records, and Research.

3. PREVIOUS EDUCATION AND TRAINING RECORDS:

The school maintains permanent records showing previous education and training. Enrollment certificates submitted to VA reflect proper credit for previous education and training according to the policies of the College.

4. PROGRESS RECORDS:

In the academic and technical program, the school records show grades of A, B, C, D, F, W (withdrawal, no grade), I (incomplete - grade which is temporary and is changed to a grade of A, B, C, D, or F on completion and is used in the overall grade point average of the student).

The State Veterans Affairs Approving Agency requires that I grades be considered as F's in computing grade point averages. This procedure is followed in all reports to the Veterans Administration concerning the student's status. Course changing is not allowed after the first two weeks of classes. Any time a student quits a course without officially withdrawing, a final grade of "F" will be recorded. The VA will be promptly notified when a veteran or other eligible person drawing VA benefits changes his course load from full-time to part-time or reduces his part-time load.

Veterans who are attending East Central Community College in the Academic and Technical programs must pass a certain number of hours each semester, the same as regular students, to remain in good standing. Students must pass nine semester hours and earn 18 quality points to remain in good standing. Quality points are assigned per semester hour the following way: A-4 quality points; B-3 quality points; C-2 quality points; D-1 quality point; and F-0 quality points.

For the Veterans and other eligible persons, East Central Community College will apply the probation and suspension policies as listed in this catalog.

ATTENDANCE RECORDS:

East Central Community College maintains schedule and permanent record cards. The last date of attendance is reflected when one drops a course. The number of absences in any particular course is placed on the final Grade Report and also in the teachers' grade book which is turned in at the end of the term and is filed for records and is available in the Director of Admissions, Records, and Research's office. An individual is allowed absences per semester equal to twice the times a class meets per week in addition to any official absences representing the College. This policy is given in detail elsewhere in this publication.

SOPHOMORE STATUS

Before a student can be classified as a sophomore, he/she must have earned a minimum of 28 hours or its equivalent from an approved college.

TESTING SERVICE

East Central Community College is a fully participating institution in the American College Testing Program and administers the test on all nationally scheduled testing dates. The ACT test is also administered on a residual basis upon request.

East Central also administers and utilizes the Test of Adult Basic Education (TABE) in its VIDS program, adult basic education program, and in the Ability to Benefit for financial aid. Further, the General Educational Development Test (GED) is administered on a monthly basis.

SCHOOL TERMS AND PERIODS

East Central operates on the semester system. There are two regular semesters which begin in August and in January. There is an eight (8) week summer session divided into two four-week terms. Some three-week courses are also offered in summers.

Lecture periods meet a minimum of 50 minutes. Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester.

Classes are also offered off-campus at various locations throughout the five county district.

RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

East Central Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded to students under this act:

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions, Records and Research. Request for access to records concerning test scores administered by East Central Community College counselors, financial aid, and other personal data should be filed with the Dean of Students.
3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading or inappropriate. If a student wishes to challenge the contents, the Director of Admissions, Records, and Research or Dean of Students will provide a written copy of procedures to be followed.
4. Before any school records will be released to third parties (colleges, potential etc.) who have requested copies of school records, the school must have the students' written consent.
5. Upon receipt of a subpoena or judicial order requiring the Director of Admissions, Records, and Research and/or Dean of Students to supply a student's records, the requested action will be taken.
6. Whenever a student seeks to enroll in another institution outside the district, the student must approve transfer of the record.
7. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Director of Admissions, Records, and Research.

GRADING SYSTEM

- A — 92-100 Excellent
B — 83-91 Good
C — 74-82 Average
D — 65-73 Poor

- Failure
- Withdrawal
- Registered for audit
- Incomplete, but can be made up

A progress report is made to all day students at Mid-Term of each semester.

HONORS AND QUALITY POINTS

HONORS Special recognition is given those students doing outstanding work in their academic subjects at the end of each grading period and at graduation. The honors are based on quality point averages.

HONORS	Required Quality Point Average
President's List	4.00
Dean's List	3.50
Honorable Mention	3.00

QUALITY POINTS - Quality points are based on the grade and number of hours credit for each course and are computed as follows:

GRADES	Quality Points
A	4 for each semester hour
B	3 for each semester hour
C	2 for each semester hour
D	1 for each semester hour
F	0 for each semester hour

The last grade in each course attempted will be counted for quality point purposes.

HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide enriched educational experiences for the academically talented students. Specially designed honors classes are offered to stimulate the honor student's spirit of inquiry and to provide opportunities for more in-depth study in several subject areas.

An Honors Council chaired by the Director of the Honors Program has been established. It is the responsibility of the council to coordinate the honors courses and to promote an atmosphere of intellectual stimulation and camaraderie among the academically talented students.

The Honors Program provides students the opportunity for independent projects and research, for greater intellectual challenge, and for association with others of similar abilities and interest.

HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program a student should have a superior ACT score, a superior grade point average, and an invitation from the honors faculty. Courses are scheduled so that a student may participate in all courses or in any combination of courses. Courses offered include: Honors Composition I, Honors Composition II, Honors American History I, Honors American History II, Honors English Literature I, and Honors English Literature II.

Students with scores of 25 or above on English and standard composition sections of the ACT or a "2" Advanced Placement English are given advanced standing in English 1213 if they elect to participate in Honors English.

ADVANCED PLACEMENT/CREDIT BY EXAMINATION

East Central has two provisions for granting credit by advanced placement of students and one provision for granting credit by examination.

Provisions for Advanced Placement in Vocational-Technical Instruction

East Central Community College will grant credit for selected courses in certain Applied Science and Certificate programs under the following conditions:

1. Applicant for credit meets all college admissions requirements and is a registered full-time student in good standing in one of ECC's vocational-technical or certificate programs, and
2. Applicant has maintained at least a "B" average in the high school course for which articulated credit is requested, and
3. Applicant has on file a written recommendation from the high school instructor and vocational director, and
4. Applicant has successfully completed two units in high school in the approved area with an A or B average, or applicant has passed a competency exam with a grade of "85" or higher, and
5. College credit will be held in escrow until the student has completed the prescribed courses in a specific program. The credits will be included on the student's official college transcript with the designation of "satisfactory" and counted toward the appropriate degree or certificate. Following provisions of the Southern Association of Colleges and Schools, these courses will be identified as advanced standing in the articulated area and identified on the college transcript as such.

Each articulation agreement will be updated as the curriculum is revised.

It is understood that should a student intending to receive credit under this agreement fail to make satisfactory progress in the next higher sequential course, the student may transfer back to the beginning level course.

It is further understood that a high school graduate may exercise this privilege no later than the beginning of the third year following graduation.

THERE WILL BE NO CHARGE FOR ADVANCED STANDING CREDIT.

Advanced Placement Examination

Students who make a score of three (3) or higher on the Advanced Placement (AP) test will be given credit for the course at East Central. Generally an AP score of three (3) will result in awarding three (3) semester hours credit in the subject area. More than three (3) semester hours credit may be awarded for AP scores of four (4) or five (5) when approved by the appropriate division chair working in conjunction with departmental faculty and the dean of instruction. Academic credit established through AP will not carry a letter grade and will not be included in calculating the quality point average.

College Level Examination Program (CLEP)

East Central Community College awards academic credit through the College Level Examination Program (CLEP) on Subject Examinations to students who are enrolled at East Central who make a scaled score of 50 or above. The College will also accept transfer academic credit from other colleges on either the General or Subject Examinations.

East Central is not a testing center for the CLEP and does not establish credit on the General Examination. Academic credit established through the CLEP will not carry a letter grade and will not be included in calculating the quality point average. The maximum credit allowed at East Central through the CLEP is six (6) semester hours.

ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be suspended for one regular semester. If the suspension occurs at the conclusion of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.

COURSE CHANGE

A fee of \$5 is assessed for a change in schedule after the date a student's schedule is completed and accepted.

CHANGING PROGRAM

A student should discuss any proposed changes in his program with his/her advisor. No full-time student will be permitted to register in a new course after the second week of any regular semester.

PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the College has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

1. Official absences are those incurred when students miss class while officially representing the College. The College sponsor of the group supplies a list to the Director of Admissions, Records, and Research's Office in advance, and instructors are notified from that office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed.
2. Unofficial absences occur when students who are not representing the college miss class. Total unofficial absences per class may not exceed three for a class that meets once per week, four for a class that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week or ten for a class meeting five times per week. Tardies which equal the number of times the class meets per week will constitute an unofficial (Exception: For classes which meet once per week, three tardies will constitute an unofficial absence.) If a student exceeds these numbers of absences he/she will be cut out of class and will receive an "F" for the course.

3. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. Approval will not be granted unless the student presents a valid reason for having been absent.
4. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class and receiving an "F" for the course. Within three (3) days of the notice of being cut out of the class(es), the student should submit to the Dean of Students a written letter of appeal giving all reasons for the appeal. The student will meet with the Absentee Appeals Committee. This committee will include the Dean of Students, the student's instructor, the academic or vocational counselor (depending on classification of student), an administrator-at-large, an instructor-at-large, and the Student Body Association President. A majority vote will be necessary for the student to be reinstated in class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. Any student requesting it may appeal the decision of the President to the Board of Trustees. Such appeals must be made within 24 hours after the President's decision is rendered and must be in writing with all reasons for the appeal given. Appeals to the Board shall be made through the President. The last step in the appeals process will be the hearing before the Board. All appeals to the Board shall be heard in regularly scheduled meetings of the Board.

DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time with proper approval. There is no charge for dropping a course.

Unofficial withdrawal from a course at any time during the semester will result in a grade of F. No student can drop a course within five class days prior to examination.

INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must have in writing, an approval by the Director of Admissions, Records, and Research before the student can complete this course work.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester if the student is in school, or a grade of "F" will be recorded by the Director of Admissions, Records, and Research. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in which the student has at least a B average as of the last regular class meeting. Exemptions of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

PRE-REGISTRATION TESTS

The American College Test will be administered to all academic and technical students under age 23 who have not previously taken it. The results will be used in classification. In addition assessment tests are given in English and Mathematics. Students will be placed in these courses based on three criteria: (1) ACT scores (2) Local assessment (3) High school grades.

ORIENTATION

All students entering East Central Community College for the first time must participate in the orientation program. The program is designed to acquaint new students with rules and regulations of the College, registration procedures, and college curricula. During this time standardized testing is done, and students are assigned to faculty advisors who help them in proper course selection. School publications are reviewed, and handbooks are distributed and discussed. Orientation is held on each advance registration date in the summer and on the first two days of each regular semester.

MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work are considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 20 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Dean of Instruction. A full-time vocational student cannot enroll in a daytime academic course for credit.

WITHDRAWAL FROM SCHOOL

Any student who leaves the College, except for temporary absences, must secure a withdrawal permit in duplicate from the Academic or Vocational Counselor's office, where he will be instructed as to the proper procedure. This permit, when completed, must be filed with the Director of Admissions, Records and Research and Business Manager of the College. Administrative withdrawal may be processed by the Dean of Students or Director of Admissions, Records, and Research.

TRANSFER CREDITS

All credit transferred from accredited institutions is reproduced on the permanent records of East Central Community College. This action is evidence that the credits are considered valid. Only those courses that average C or better will be applied toward graduation when the transferred average is less than C.

No credit will be accepted by East Central Community College from a college that does not hold either regional accreditation or candidacy status with a regional accrediting body.

ACADEMIC FORGIVENESS

East Central Community College students who have not been enrolled in any postsecondary educational programs for a period of four consecutive years may petition the Dean of Instruction to have their prior credit records removed from consideration for determining qualifications for graduation from East Central Community College.

Any students who have changed their degree or certificate objective, for example, from an Associate of Arts/Science degree to an Associate of Applied Science degree, or vice-versa, may petition the Dean of Instruction to apply only those courses and quality points applicable to their current degree or certificate objectives. A change of major within the same degree or certificate designation does not qualify under this policy.

For students who seek academic forgiveness and whose petitions are approved, the College will utilize only the courses and quality points earned from the time approved for forgiveness in determining the students' eligibility to graduate from East Central. For students who have changed their degree or certificate objectives, the College will utilize only those courses and quality points which apply to the degrees or certificates that they seek to receive.

The College will make notations on the students' records regarding the application of this policy. All courses taken at the College and courses transferred to and accepted by the College will remain on the students' permanent records and no guarantees will be expressed or implied regarding the transferability of the forgiven credits to other postsecondary institutions.

A student may utilize the provisions of this policy only once.

GRADUATION

ALL STUDENTS EXPECTING TO BECOME CANDIDATES FOR DEGREES OR CERTIFICATES MUST FILE AN APPLICATION WITH THE DEAN OF INSTRUCTION BY THE ANNOUNCED DEADLINE DATE

REQUIREMENTS FOR DEGREES

East Central Community College grants three associate degrees: the Associate in Arts, the Associate in Science, and the Associate in Applied Science. Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Dean of Instruction in order to meet senior college requirements. A student may transfer back from senior college a maximum of six semester hours to complete graduation requirements at East Central Community College.

- I. To graduate from the College with the degree of Associate in Arts a student must:
 - (1) Earn a minimum of 64 semester hours of credit to include: the 33 semester hours listed in the Academic Core Curriculum, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
 - (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled only the last grade recorded will count for quality point purposes);
 - (3) Complete a minimum of sixteen semester hours at East Central Community College;
 - (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.
- II. To graduate from the College with the degree of Associate in Science a student must:
 - (1) Earn a minimum of 64 semester hours of credit to include: the 33 semester hours listed in the Academic Core Curriculum, fourteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc);

- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the last grade recorded will count for quality point purposes)
- (3) Complete a minimum of sixteen semester hours at East Central Community College
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

To graduate from the College with the degree of Associate in Applied Science a student must:

- (1) Earn a minimum of 64 semester hours of credit to include the 18 semester hours listed in the Technical Core Curriculum, all technical courses in the specified program of study as listed in Chapter 5, "Program of Study" in the College Catalog, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.); and enough approved non-technical courses to complete 64 semester hours;
 - (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes);
 - (3) Complete a minimum of sixteen semester hours at East Central Community College;
 - (4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.
- IV. To graduate from the College with a second associate degree, which must be different from the first, a student must:
 - (1) Earn a minimum of 15 additional semester hours of credit with no more than one semester hour of activity credit (physical education, band, choir, or varsity sports);
 - (2) Meet all of the requirements listed for the second degree as enumerated in paragraphs I, II, or III above;
 - (3) Complete all 15 additional semester hours credit at East Central Community College;
 - (4) Secure the approval of the Dean of Instruction.
 - V. To graduate from the College with the degree of Associate Degree Nursing a student must:
 - (1) Earn a minimum of 67 semester hours of credit to include all courses in the curriculum guide, Chapter 5, but not more than four hours of activity courses (Physical Education, band, choir, varsity sports, etc);

- (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes);
- (3) Complete a minimum of sixteen semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.

REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, and eighteen months, certificates.

To graduate from the College with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.
- (3) Practical nurse students and surgical technology students must maintain a grade of 80 on each course to earn a certificate.

GRADUATION FEE

A \$30.00 graduation fee is charged all students who are tentatively accepted for graduation.

TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Community College upon written request one transcript of his or her credits earned here. All transcripts are \$2.00 each. Correspondence pertaining to this service should be addressed to the Director of Admissions, Records, and Research of the College. The College reserves the right to protect the student's records from outside agencies. Holds will be placed on transcripts for non-payment of fees, board, fines, etc.

HEALTH SERVICES

Medical services are available to students. The campus nurse provides routine medical care and simple medication. Students who need more specialized care must visit their family physician.

Clinics in Decatur and hospitals in Newton and Union provide emergency medical care for students.

A student health form is required as a part of the regular admission procedures of the College.

COUNSELING AND GUIDANCE

East Central Community College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, vocational, and personal questions, especially as they involve their college life.

The Dean of Students has overall supervision and coordination of guidance, counseling, extra-curricular activities, and religious development. In addition, a full-time academic counselor, a full-time vocational counselor, and a full-time career counselor are employed by the College. Also, faculty members serve as academic advisors in their particular area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the Advisors. Frequently meetings are held, and the students are urged to keep constantly in touch with their Advisor on matters pertaining to their educational or vocational careers. By careful planning, the students can find and pursue the course of study that will be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Dean of Students or one of the professionally qualified guidance counselors. Students with disabilities should contact the Dean of Students for possible accommodations.

FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus.

STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$3.00. The card will be used as an activity card during regular school session. Failure to show or surrender the identification card when requested by any East Central Community College official will result in disciplinary action. Replacement of card due to loss will cost \$10.00.

UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which the rules and regulations governing student conduct are listed in detail. Violations which could result in suspension from college will require that the student appear before the Discipline Committee, while violations which are not cause for suspension will be handled by the appropriate authorities.

ADULT AND CONTINUING EDUCATION PROGRAM

The Adult and Continuing Education Program meets the needs of an increasing number of adult and nontraditional students who wish to earn a degree on a part-time basis, prepare for job advancement or career change, or improve quality of life through personal enrichment and enhancement of knowledge in a specialized field of study. Classes are taught at the Decatur campus of East Central Community College and at several off-campus locations throughout the five county district.

Present off-campus sites include Carthage, Forest, Louisville, Morton Philadelphia Vocational/Technical Centers and the Choctaw Indian Reservation near Philadelphia. Credit Classes may be arranged on-site for business or industry, school districts, medical facilities, government agencies, or in any location where specific educational needs exist.

ADULT BASIC EDUCATION PROGRAM

East Central Community College teaches adult basic education classes in Leake, Neshoba, Newton, Scott, and Winston counties. Classes are available to the general public in literacy training and GED preparation. Adult basic education classes are free. Class locations include Forest, Newton, Decatur, Carthage, Thomastown, Louisville, Philadelphia, and Union.

GED testing is offered at East Central Community College, and the Vocational-Technical Centers at Carthage, Forest, Louisville, and Philadelphia. There is a fee for the five-part GED test. The GED diploma is recognized as the equivalent to the high school diploma.

PALS LABORATORY

Adult Basic Education classes utilizing the PALS Laboratory, a computerized learning system by the IBM Corporation, are taught on the Decatur campus. The PALS Laboratory provides an excellent opportunity for adult students to improve their reading and writing skills while using the computer. Students typically are able to advance several grade levels in one year in this program. Day and evening classes are available.

CHILDCARE LABORATORY

The East Central Child Development Technology program operates a licensed, on-site childcare center for the laboratory training of students majoring in the field. The center operates during the fall and spring semesters. It is opened to ECCC employees and students on a first come basis. There is a minimum fee. The facility is located on 10th street.

FACILITY ARRANGEMENTS

Facility arrangements are available to professional, fraternal, governmental, or other associations that may require this space and service for seminars, workshops, and annual meetings. Coordinators are available to assist with every detail in the organization and implementation of a successful meeting from banquet arrangements to on-site registration. A calendar of events is maintained in the office of Adult and Continuing Education listing all activities by college and outside agencies.

CONFERENCES, WORKSHOPS, TRAINING PROGRAMS

Conferences, workshops, and training programs assist in solving special problems encountered by businesses, industries, and government agencies. Programs may be offered on-site at the client's facility or at East Central Community College. CEU (Continuing Education Units) credit is available if requested.

The Small Business Development Center offers workshops throughout the district at locations convenient to the small business community. The topics of these programs are designed to address many aspects of operating and maintaining a small business profitable. Topics may include:

- Starting a small business
- Customer service
- Marketing
- Financial management
- Developing a business plan

CAMPS AND CLINICS

A wide variety of camps and clinics are conducted annually to serve youth during the summer months. The choices include baseball, basketball, and cheerleading camps with short courses in foreign language, computer science, math, and art offered through Kid's College. Participants are given the opportunity to explore various fields and to further develop sports or academic skills under the supervision of qualified instructors in a college setting. The philosophy of each particular camp, whether sports or academic, emphasizes a well-balanced, enjoyable learning experience.

TRAVEL PROGRAMS

Travel programs are offered periodically to provide educational and personal enrichment. College faculty have served as directors for trips to destinations as England, France, Switzerland, Austria, Germany, Australia and New Zealand. College credit may be earned.

EXTENSION CENTER

Classes may be organized which give credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.

THE LEARNING SKILLS CENTER

The Learning Skills Center is a tutorial lab for students who need or want supplemental instruction. The Learning Skills Center has two components: a computer aided instruction lab and tutoring by peers, faculty, and community volunteers. The LSC components will be implemented by the Director of the Learning Skills Center cooperating with the Learning Resource Advisory Committee in policy making and performance assessment activities. The Committee will be comprised of:

1. Learning Resource Advisory Committee:
Two students: one sophomore, one freshman, appointed by the SBA; one faculty representative each from the basic skills areas, i.e., English, reading and math; Dean of Instruction; Dean of Students; Director of Adult and Continuing Education; Academic Counselor; Vo-Tech Counselor; and Learning Skills Center Director.
2. Coordination
The Learning Skills Center Director will meet with academic department faculty to coordinate services and determine needs of students. The ongoing process of analyzing job market data will be coordinated with the tech prep career center coordinator and the science and technology instructor to meet the needs of business and industry. Student services will be coordinated with the Dean of Students and the student services staff.
3. Subject Areas Subject areas will be primarily developmental reading, writing, and math. In addition, higher levels of these subjects plus science, social science and other courses as needed will be available through the computer lab and individual tutoring.
4. Referral
Students may be referred by faculty, counselors, or themselves.
5. Student Assessment
Students will be assessed using a combination of student and faculty interviews, computerized assessment, local English and math placement

tests, high school transcripts, and ACT scores. As part of the assessment, a portfolio will be kept for each student including attendance records, progress reports from computer aided instruction and tutors, and other continuous assessment materials.

Schedule

The Learning Skills Center will be open the following hours:

Sunday and Tuesday	8:00 a.m. - 6:30 p.m.
Wednesday and Thursday	8:00 a.m. - 4:30 p.m.
Friday	8:00 a.m. - 4:00 p.m.

SKILL/TECH ONE-STOP CAREER CENTER

The mission of the Skill/Tech One-Stop Career center is to provide business and industry the education, training, placement, assessment, and consultation to improve the quality of the Workforce in East Central Community College's five county district.

Specific classes are designed, curriculums developed and instructors provided to businesses and industries as needed in technical skill training, basic skills enhancement and Adult Basic Education.

WORK-BASED LEARNING

The Work-Based Learning program creates an opportunity for technology students which combines school-based education/training on the East Central Community College campus with structured, parallel worksite experience in local businesses and industries. The program's objectives are to better equip students for employment in technical careers and effectively manage the quality of technology education.

Placed in a work environment which compliments classroom instruction, the Work-Based Learning student masters skills and competencies which have been outlined by participating businesses and industries. In so doing, the Work-Based Learning participant earns competitive wages while learning from skilled professionals.

Work-Based Learning students enter the workforce equipped with employability skills as well as an educational background which enhance future career options. Students receive academic credit, transcript recognition for work site experience and an Occupational Proficiency Certificate.

TECH PREP

East Central Community College, in conjunction with the Mississippi State Department of Education and a consortium formed by local secondary schools, has developed and implemented the Technical Preparation Education Program. The Tech Prep initiative is a response to the challenges that

students of today will face in the 21st century. In Mississippi, as in every other state in the nation, the success of new and expanding businesses depends on a technically sophisticated workforce. Tech Prep integrates college prep course work with vocational and technical applications. This planned sequence of courses begins in junior high school and is articulated to the community college, leading to an associate of applied science degree. Students can also pursue a four-year baccalaureate degree, if so desired. A comprehensive career and guidance program is a major component of Tech Prep to ensure each student is provided with appropriate educational opportunities.

INFORMATION TECHNOLOGY RESOURCES AND SYSTEMS

East Central Community College seeks to provide computer resources, computer networks, and information technology to the students, faculty, staff, and administration at a level that enhances learning and productivity. The College requires students to demonstrate computer literacy to meet graduation requirements and provides training opportunities for the administration, faculty and staff. It is the responsibility of the users of computers and networks to act in a manner consistent with the rights of all other users.

Electronic information is volatile, easily reproduced, and easily vandalized. Respect for the work and personal expression of others is critical. Furthermore, one should never publish anything on a computer networks that they are unwilling to have made public. Computer users must never access, use, or edit files of others without the consent of the author.

The College's networks are monitored networks. Security and management considerations require that the networks be open for review and maintenance. A user of the networks can assume that anything stored on the networks is public information and should act accordingly.

The College's computers and networks are for official business and users shall access only those files and data to which they have authorization. Users shall protect her/his personal computer(s) from unauthorized use and safeguard her/his user-IDs and passwords.

Private and/or commercial uses of the College's computers or networks and work conducted for personal gain or profit will not be allowed.

At no time shall a computer user engage in illegal or immoral activities on the College's networks. Examples of these activities include the transmission of defrauding, obscene, threatening, violent, or unlawful materials.

Publication of annoying, harassing, or intimidating messages on the networks will not be allowed.

Using the College or State networks to advocate political positions will not be allowed.

Computer or networks users will not attempt to circumvent system security measures, modify the computer system or software, install invasive software such as "worms" or "viruses," or install pirated software on the College's computers or networks.

Users are not allowed to remove hardware, software, manuals, supplies, or data from the College's computing sites without proper authorization.

Anyone who knowingly violates the principles outlined in this policy will be subject to appropriate disciplinary action.

DUE PROCESS PROCEDURES FOR STUDENT GRIEVANCES

Grievances by an East Central Community College student arising from non-compliance with the provisions of Title VI of the Civil Rights Act of 1964 and its Amendments, Part H of the Higher Education Act of 1965 and its Amendments, Title IX of the Higher Education Act of 1965 and its Amendments, Section 504 of the Rehabilitation Act of 1973 and its Amendments, and the Americans With Disabilities Act of 1990 and its Amendments should first be presented to the Dean of Students. The grievance should be written and should be delivered either in person or by mail to The Dean of Students, East Central Community College, P.O. Box 129, Decatur, MS 39327; telephone (601) 835-2111.

Upon receipt of a grievance under the provisions of this policy, the Dean of Students will schedule a hearing before a student-faculty committee within ten (10) days. This committee will be composed of the Dean of Students, the President of the SBA, the Academic or Vocational Counselor as appropriate, an academic, technical, or vocational member of the faculty as appropriate, and a student-at-large.

The committee and the grievant may call such witnesses as may be required to investigate the grievance. Further, the grievant may have an advisor present during the hearing. However, the advisor may only consult with the grievant and not speak for the grievant.

If the results and/or procedure of the student-faculty committee hearing are deemed unsatisfactory by the grievant, the grievant may appeal in writing within three (3) days to the President of the College who will schedule a hearing within (10) days of the appeal.

If the results of the appeal to the President are deemed unsatisfactory by the grievant, the grievant may appeal to the Board of Trustees of the College at the next regular meeting of the Board provided ten (10) days notice has been given to the President so that the hearing can be scheduled on the Board's agenda. Such appeals must be made in writing and delivered to the President within 24 hours after the hearing before the President.

The above four (4) steps would exhaust full recourse available at the College. Records of grievances filed under this policy shall be maintained in the Dean of Students office as stated in policy 5.5.2.23.

Student Complaints

Any student who wishes to make a complaint to East Central Community College about a college program, a service of the college, an employee of the college, or any other aspect of the college should follow the procedures provided in this policy.

The student should first discuss the problem with the faculty member, staff member, or administrator involved prior to initiating formal complaint procedures under this policy. If informal efforts are not productive or appropriate in resolving the complaint, the student should follow the procedures enumerated herein.

Students who wish to complain about academic or non-academic matters should contact the Dean of Students. The complaint must be in writing and either be hand delivered or mailed to the Dean of Students, East Central Community College, P.O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111.

All complaints will be handled by the Dean of Students or referred to the appropriate college official for response. College personnel who are not directly involved in the alleged problem will review the facts and make the final determination regarding the complaint. Students have the right to use the due process procedures contained in policy 5.5.2.23. No adverse action will be taken against a student filing a complaint under the provisions of this policy solely on the basis of the complaint filed.

East Central Community College shall maintain comprehensive records of all complaints received for a period of five years. The records shall contain aggregate data on complaints and specific data on each complaint. Documentation required to support this policy shall be maintained in the Dean of Students office and will contain the following:

1. the *Student Handbook*, the *College Catalog*, and the *Policy and Procedures Manual*;
2. all letters of complaint and/or appeal;
3. written determinations of complaints;
4. all materials related to complaint processing and determination; and
5. a log of complaints.

A log of all complaints will include the following information and will be maintained in the Dean of Students office.

1. a complaint number assigned to each complaint preceded by the last two digits of the calendar year in which the complaint was filed, e.g., 94-001;
2. the date of receipt of the complaint;
3. the name and address of the complainant;
4. the name of the individual(s) assigned to handle the complaint;
5. the dates of response to the complaint;
6. the date of resolution; and
7. the final disposition of the complaint.

An individual file for each complaint will be maintained in the Dean of Students' office and will include the following information.

1. the initial complaint;
2. all correspondence related to the complaint; and
3. written documentation of the final determination with the signatures of the party or parties who submitted the complaint and the representative(s) of the institution who made the final determination.



CHAPTER 4

FINANCIAL INFORMATION

EXPENSES FOR THE 1998-99 REGULAR SESSION

	Dormitory Student	Day Student
FIRST SEMESTER		
Matriculation Fee	\$ 500.00	\$ 500.00
Room Fee	\$ 380.00	
Board (5 day meal plan)	\$ 540.00	
Total First Semester	\$ 1,420.00	\$ 500.00
SECOND SEMESTER		
Matriculation Fee	\$ 500.00	\$ 500.00
Room Fee	\$ 380.00	
Board (5 day meal plan)	\$ 540.00	
Total Second Semester	\$ 1,420.00	\$ 500.00
Total for Year	\$ 2,840.00	\$ 1,000.00

Cable TV and telephone are now available for students who choose to pay the fee to receive these services. Contact should be made directly to Cablevision and/or the Decatur Telephone Company.

Each dormitory student is required to purchase a meal plan. Students who prefer the Deferred Payment Plan may pay their board in the following way:

FIRST SEMESTER

- \$180.00 — upon entrance
- \$180.00 — September 22, 1998
- \$180.00 — November 3, 1998

SECOND SEMESTER

- \$180.00 — upon entrance
- \$180.00 — February 16, 1999
- \$180.00 — April 6, 1999

Fees are an additional \$710.00 per semester for out-of-state students. Fees are an additional \$2,000.00 per semester for out-of-country students.

Cosmetology students see "1" under General Information.

GENERAL INFORMATION

1. There is no special charge for music or business courses for full-time students. There is a \$15.00 fee for laboratory science courses and a \$15.00 fee for ADN courses.
2. Fees are an additional \$710.00 per semester for out-of-state students.
3. If the deferred payment plan is used and these payments are not made, there will be an additional charge of \$5.00 added to the account.
4. All fees are payable in advance on the date due as indicated in the "Board Calendar."
5. All students who fail to clear their accounts with the College seven (7) school days prior to the starting date for examinations each semester will be dropped from school. A written notice will be mailed to the student when this action is taken. Holds will be placed on transcripts and records for non-payment of fees, board, fines, etc.
6. For registration on dates other than those listed on the college calendar, there will be an additional charge of \$15.00 added to the account.
7. All students who expect to register for fall semester as scheduled should complete admission requirements by August 1. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.
8. Students taking less than twelve semester hours will pay fees at the rate of \$50.00 per semester hour at the time they register.
9. Adults who are 65 years of age or older may attend East Central Community College with matriculation fees waived.
10. East Central Community College reserves the right to change any charges published if it should become necessary.
11. Cost for the 12 months Cosmetology Program is \$1710.00 which includes books and cosmetology kit. A first time student has a first time charge of \$270.00 for special supplies. Students applying for cosmetology must make an advanced partial tuition payment of \$50.00 in order to get on the admission list. (Non-refundable) charges may be made the following way:

Fall Semester	\$500.00
Spring Semester	\$500.00
Summer Semester	\$500.00

 Room and Board are same as listed on opposite page.

Cost for the twelve-month Licensed Practical Nursing (LPN) Program is \$1,700.00

Charges may be made in the following manner:

Fall Semester	\$500.00
Spring Semester	\$500.00
Summer Semester	\$500.00

Room and Board are same as listed on opposite page.

FIRST COURSE FREE

East Central Community College has a policy to encourage adults who have not attended college previously to try college free. Any adult in the five-county district who has not previously enrolled in college and who otherwise meets entrance requirements may take the first college credit course free at any location in the district.

For purposes of this policy, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The \$50.00 per semester hour will be waived for the first course only.

Those interested should contact the Admissions, Records and Research Office at East Central Community College or attend registration as announced at the location where they plan to enroll.

REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

Part-time students will not be granted tuition refunds after the first class meeting.

Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.

Meal plan refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.

The refund policy of East Central Community College for Veterans, Veterans's widows or War Orphans enrolled under Chapter 34 or 35 is on a pro rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Director of Admissions, Records, and Research of the College.

THE COLLEGE BOOKSTORE

The campus bookstore is operated as a convenience to students and instructors in securing books when needed.

Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student. Books will be purchased from students at the end of each semester during final examinations.

HOUSING AND BOARDING POLICIES

East Central Community College provides a comprehensive food service, six resident halls, and an apartment building. The food service facilities and all residence halls are modern, air-conditioned facilities.

The apartments are designed to accommodate a married couple with one child. Prior written consent must be received from the College for additional occupants in a single apartment. The rent is \$200.00 plus utilities per month. Students interested in these accommodations should contact the Business Manager. In special circumstances, these apartments may be used to house honor students. The Dean of Students will make these recommendations.

Resident halls are provided on campus, and students are encouraged to live in the residence halls. All dormitory rooms are assigned based on the date of a \$60.00 deposit, which includes a \$10.00 key deposit and a completed housing application. However, room assignments are made only to students who have an application for admission on file in the Admissions Office. Students may send the room deposit with the application for admission. The housing application should also be included. Room Deposits and housing applications should be sent to the Business Office when not accompanying an application.

Room deposits are refundable if a student chooses not to attend East Central, but the school must receive the request for the refund by August 1. After this date, the deposit is forfeited.

This deposit is also refundable when an attending student officially withdraws from the residence hall, provided that the student is not charged with damage or loss of keys. The deposit is forfeited if the student does not officially withdraw within one week of the last day of school or earlier. To officially withdraw, a student must complete a Dormitory Withdrawal Form and turn in his key to the Director of Student Life.

If a student has preference for a particular room or roommate, this should accompany the payment of the room deposit and should be noted on the Housing Application. East Central's dormitories are furnished, and the student will only need to provide bed linens.

Kabary Cafeteria offers wholesome but inexpensive meals for students. All residence hall students are required to purchase a meal plan, and they must present their ID cards each time they eat in the cafeteria. Students may not lend their ID card to other people. Also, food service is not available when the College is not in session on official holidays.

STUDENT HOUSING

Residence Requirements for East Central Students.

1. Full-time single students who are receiving activity scholarships (athletic, cheerleader, band, Collegians, Centralettes, flag corps, or rifle corps) will be required to live on campus in the college's residence halls. Exceptions may be made for those students who live with parents or legal guardians, those who commute, for those who have a substantiated medical reason for not living on campus, and those who are over 21 years of age.
2. Single students less than 21 years of age who do not receive an activity scholarship and do not commute from their parents' or legal guardians' home, must have on file in the Dean of Students' office a release statement signed by the parents/guardians granting permission to live off campus. This release statement may be obtained from the Dean of Students' office.

NOTE: The justification or reason for this policy is for the protection and security of students, parents, and school officials involved in emergency situations that might occur with the aforementioned parties.

APPLICATION FOR HOUSING

EAST CENTRAL COMMUNITY COLLEGE
DECATUR, MS 39327

The housing application must be typed or printed and may accompany the admissions application if the applicant intends to live in campus housing. A \$60.00 room deposit must accompany the housing application in order for

the housing reservation to be complete. If you have already sent an admission application, or if you are a current student, please send the housing application along with your room deposit to the business office. The housing application can be found inside the back cover of this catalog.

STUDENT ACCOUNTS

Payment of students' expenses may be made by cash, check or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. The College will keep money or other valuables in its vault on request. There will be a charge of \$25.00 for all checks returned as NSF or Stop Payment.

STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office
East Central Community College
P. O. Box 129
Decatur, Mississippi 39327
Telephone: (601) 635-2111, Ext 218

SECTION I: FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT — This Federal Program is designed to provide financial assistance to students on the basis of need. Any eligible student may receive a Pell Grant. A Pell Grant is not a loan; therefore, it does not have to be paid back.

STATE OF MISSISSIPPI TUITION GRANTS — The State of Mississippi established the following grant programs in 1995 for eligible Mississippi residents; the Mississippi Resident Tuition Assistance Grant (MTAG) and the Mississippi Eminent Scholars Grant (MESG). Applications must be submitted by the deadline established by the State of Mississippi. Students must meet the eligibility requirements as established by the State of Mississippi in order to be eligible.

STATE STUDENT INCENTIVE GRANT (SSIG) — The State of Mississippi through a matching grant program with the Federal Government provides grants to eligible Mississippi residents. Very limited funds are available to students with substantial financial need.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited

number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

WORK STUDY — East Central Community College participates in two types of work-study - Federal Work-Study and Institutional Work-Study. Students are awarded jobs based on need and academic ability. This program gives students a chance to earn money to help pay their educational expenses.

FEDERAL STAFFORD LOAN — A Federal Stafford Loan is a low-interest loan made to the student by a lender such as a bank, credit union, or savings and loan association to help with educational expenses. Two types of Federal Stafford Loans are available: Subsidized Federal Stafford Loans and Unsubsidized Federal Stafford Loans for middle income borrowers.

PLUS — The PLUS Loan Program is not based on need. PLUS loans are for the parents of dependent students. These loans provide additional funds for educational expenses. Like Stafford Loans, PLUS loans are made by a lender.

INSTITUTIONAL SCHOLARSHIPS — East Central Community College offers various scholarships to eligible students.

Academic Achievement Scholarship — The Academic Achievement Scholarships were established at East Central Community College effective at the beginning of the 1996 fall semester. The Academic Achievement Scholarships are available to any Mississippi resident who enrolls as a full-time student at East Central Community College the fall semester following his/her high school graduation. East student must have a high school grade point average of 3.5 or better on a 4.0 scale (90 or higher numerical average) to be eligible for this scholarship. Students who have ACT scores of 20 or above will not be eligible to receive ACT scholarships and Academic Achievement Scholarships. The Academic Achievement Scholarships will be available to eligible students for four (4) consecutive semesters, provided each awardee maintains a 3.5 G.P.A. for the first semester and a cumulative 3.0 G.P.A. for the second and third semesters at ECCC. A scholarship in the amount of \$100 will be awarded each semester to each eligible student.

Achievement Recognition Scholarships — Achievement Recognition Scholarships will be awarded to individuals who receive the following honors: Choctaw Indian Princess, in-district Junior Miss winners, Miss Neshoba County, and Miss Morton. Full tuition scholarships will be awarded to those eligible who enroll as full-time students at East Central Community College the fall semester following high school graduation. The scholarship will be available to the students for four (4) consecutive semesters provided each student maintains a 2.5 G.P.A. for the first semester and a cumulative 3.0 G.P.A. for the second and third semesters. Any student who does not maintain the required G.P.A. and is removed from scholarship, may have the scholarship reinstated by earning the required G.P.A. the following semester.

ACT Scholarships — The ACT Scholarships listed below will be available to any Mississippi resident who enrolls full-time at East Central Community College the fall semester following high school graduation. The ACT Scholarship will be available to the student for four (4) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

ACT Composite (20-23) - A scholarship in the amount of \$100 will be awarded each semester to the eligible student.

ACT Composite (24-26) - A scholarship in the amount of \$300 will be awarded each semester to the eligible student.

ACT Composite (27-30) - A scholarship in the amount of \$500 will be awarded each semester to the eligible student.

ACT Composite (31-36) - A full scholarship (Matriculation fee, room and board) will be awarded each semester to the eligible student.

Art Scholarships — The Art Department awards tuition scholarships to best students provided they meet the criteria established by the department.

To be eligible, a student must:

1. declare art as their major;
2. submit a minimum of ten quality works of art in various media such as: pencil, pen and ink, pastel, oil, acrylic or water color, and
3. enroll as a full-time student at East Central.

To remain eligible, a recipient must:

1. maintain a 2.0 grade point average with a 3.0 in art, and
2. design various images for the college.

Athletic Scholarships — Baseball, basketball, football, tennis, and women's softball scholarships are awarded by the respective coaches. The athlete must meet the eligibility requirements of East Central Community College, the Mississippi Community and Junior College Association, and the National Junior College Athletic Association. The scholarships are awarded each semester in multiples of 1/10 up to a full for baseball, basketball, and football. Tennis and women's softball scholarships are awarded each semester in multiples of 1/10 up to the amount of the matriculation (tuition) fee.

Band Scholarships — The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, orchestra, and Collegians. Scholarship amounts vary depending upon participation in the various groups.

Cheerleader Scholarships — Cheerleader Scholarships are awarded to twelve students (eleven cheerleaders and one mascot) who are selected by a committee. The scholarships are awarded in the following amount each semester: matriculation fee.

Mathematics Contest Scholarship — The Mathematics Department sponsors a Mathematics Contest and Seminar in the spring each year for high school juniors and seniors in the East Central District. The winner of the

Mathematics contest receives a three hundred dollar (\$300) tuition scholarship when entering East Central in the fall semester.

Mississippi Junior Academy of Sciences Scholarship — The Mississippi Junior Academy of Sciences Scholarships were established at East Central Community College effective at the beginning of the 1996 fall semester. Eligible students will receive full tuition scholarships each semester for a maximum of four (4) semesters. These scholarships will be available to any Mississippi resident who is a winner in the Mississippi Junior Academy of Sciences competition and who enrolls as a full-time student at East Central Community College the fall semester following his/her high school graduation. The Mississippi Junior Academy of Sciences Scholarships will be available to the eligible students for four (4) consecutive semesters, fall and spring only, provided the students maintain 3.0 grade point averages each semester and they are enrolled at ECCC.

Music Scholarships — Music scholarships are awarded in the following manner:

Music Major, Ac'cents, and Choir (voice and piano): The Music Department awards tuition scholarships to two students in voice and two students in piano each year provided that they meet the criteria established by the department. Recipients must:

1. declare music as their major
2. audition before the music faculty
3. enroll as full-time students
4. maintain a 2.0 grade point average overall with a 3.0 in music, and
5. perform as members of the Concert Choir

The Choral Department awards scholarships to students who are selected, through audition, to sing with the Ac'cents, a small vocal ensemble. The amount of each scholarship is \$500 per semester. Partial-tuition scholarships are also provided for members of the concert choir. These scholarships are awarded by the choral director to full-time students.

Non-Traditional Student Tuition Scholarship for Full-Time Students — The non-traditional student tuition scholarship will be available to any qualified Mississippi resident 23 years of age or older, at the time of initial enrollment, who enrolls full-time at East Central Community College in Decatur. The scholarship will be available to the student for three (3) consecutive semesters following the first twelve semester hours earned as either a part-time or full-time student at East Central. To be eligible, a recipient:

1. Must enroll as a full-time academic or technical student on the Decatur campus.
2. Must have earned all previous college credit as a student at East Central;

3. Must have earned a minimum of 12 semester hours but no more than 15 semester hours of college credit as either a full-time or part-time student at East Central Community College;
4. Must have demonstrated the capacity and a strong desire to obtain college education by maintaining a 3.0 GPA or higher for each previous semester at East Central;
5. Must complete a scholarship application form and submit it to the Office of Students' Office; and
6. Must show potential for leadership, academic excellence, and have high moral standards and good character as documented by two letters of recommendation.

The recipients will be selected by the College Scholarship Committee from students who meet the criteria listed above. Proceeds from the scholarship will be credited to the recipients' account in the Business Office and may be used to pay for tuition only. Any student awarded the nontraditional student scholarship must maintain a B (3.0) average each semester and must remain enrolled as full-time student to retain the scholarship. (See the College Catalog, Section II: Financial Aid Policies for further requirements.)

Salutatorian Scholarships — A scholarship in the amount of \$300 will be available to the salutatorians of Mississippi high schools who enroll full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

Valedictorian Scholarships — A scholarship in the amount of \$500 will be available to the valedictorians of Mississippi high schools who enroll full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Valedictorian scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

Star Student Scholarships — A scholarship in the amount of \$500 will be available to the star students of Mississippi high schools who enroll full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

Vocational-Technical Scholarships — These scholarships are available in the skill areas which are part of programs offered at East Central. The vocational technical counselor will make the awards to the winners.

To receive an FBLA, VICA, or Outstanding Student Scholarship, the student must enroll in the program area for which the scholarship was awarded.

To retain the FBLA, VICA or Outstanding Student Scholarship, as student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average is removed from the scholarship. The scholarship can be reinstated if the student earns a B (3.0) average the following semester.

1. A scholarship of \$100.00 per semester for four semesters will be awarded to the Outstanding senior student from each Cluster Area of the six vocational Centers in the East Central Community College District. The recipient will be selected by the Director and teachers at each center in consultation with East Central's Vo-Tech Counselors and Instructors.

2. A scholarship of \$100 per semester for four semesters will be awarded to the first place winners in the skill contest from the District VICA competition.

3. A scholarship of \$100 per semester for four semesters will be awarded to the first place winners in the skill contests from the District FBLA competition.

4. A scholarship of \$300 per semester for four semesters will be awarded to the first place winners in the skill contests from the state high school VICA competition.

5. A scholarship of \$300 per semester for four semesters will be awarded to the first place winners in the skill contests from the state high school FBLA competition.

6. A full scholarship (Matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school VICA competition.

7. A full scholarship (matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school FBLA competition.

Youth Challenge GED Scholarships — The Youth Challenge GED Scholarships were established at East Central Community College effective the fall semester of 1995. Eligible students will receive scholarships equal to one-half the amount of tuition per semester. These scholarships will be available to any Mississippi residents who graduate from the Youth Challenge Program conducted by the Mississippi National Guard at Camp Shelby, Mississippi. The Youth Challenge Program is designed to assist teenage high school drop-outs. The program involves six months of intensive physical and mental training designed to instill discipline and to prepare the students to take the GED test. Program sessions are conducted twice a year from January until June and from July until December. The scholarships will be available for eligible students for four consecutive semesters provided each eligible student

maintains a 2.5 grade point average each semester he/she is enrolled at East Central. Specific requirements for the scholarship include a passing score on the GED test, successful completion of the Youth Challenge Program, and a favorable recommendation by the director of the Youth Challenge Program.

ENDOWED AND OTHER SPECIAL SCHOLARSHIPS — Endowed and Other Special Scholarships are funded by individual and group donations and are made available to eligible students according to each scholarship's guidelines.

Dr. Austin P. Boggan Scholarship — Established in 1998, this scholarship shall be awarded annually to a freshman pre-med major. The endowment was funded by the family and friends of Dr. Austin P. Boggan, a Decatur physician for over 40 years. Dr. Boggan completed high school at Rose Hill in Jasper County. After graduating from Jones County Junior College, he served in the Army for three years. He then obtained a zoology degree from Mississippi State University. After completing two years of study at the University of Mississippi, he transferred to the Tulane University School of Medicine where he received the Doctor of Medicine degree.

Scholarship recipient selection shall be made by the College Scholarship Committee. To be considered, candidates must meet the following minimum criteria:

- Be a pre-med major
- Have earned at least a 3.0, or "B" grade point average in high school

Graduates of high schools within the College's five-county district including Scott, Winston, Newton, Leake, and Neshoba counties will be given first consideration for the annual scholarship award. However, students from other areas may also apply and may be considered.

The scholarship amount is estimated to be approximately \$500 for the first semester of the freshman year. However, the actual amount each year will depend upon the annual earnings from the scholarship endowment.

Applications will be accepted through the end of March each year. The award will be made for the fall semester of the student's freshman year only. For more information, contact the Dean of Students office.

Clayton Blount Scholarship — This scholarship was established in 1998 in honor and appreciation of Coach Clayton Blount by his former students. During his employment at East Central Junior College from the years 1963 through 1970, Coach Blount served in various capacities including physical education teacher, head basketball coach, assistant football coach, head football coach, dean of men, and athletic director. Coach Blount expected much of the students and athletes with whom he worked. He was a father figure and an exceptional disciplinarian. He expected the students and athletes to conduct themselves in a very decent manner at all times and to bring honor

the college that they represented. The rapport he had with his students earned him to be very demanding of them while still keeping their respect and admiration. Because of his high expectations and discipline, many of the students with whom Clayton Blount was associated are now successful and respected citizens.

The following policies and requirements relate to the administration of this scholarship.

All funds contributed will be placed in endowment with only the interest expended each year for the scholarship awards. Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards.

A recipient will be selected annually by the East Central Community College Scholarship Committee from the pool of applicants.

Each recipient must:

- a. be a graduate of a high school from the five-county area supporting East Central Community College
- b. have a high school grade point average of 3.0 or above.
- c. participate as an athlete in one of the major athletic programs at East Central which includes baseball, basketball, football, softball, and tennis.
- d. appear on East Central Community College's certification list as a certified athlete for the given year.
- e. not have been involved in any activity which would bring discredit to the College.

The scholarship will be available to the recipient beginning the fall semester following high school graduation. One-half of the scholarship will be awarded the fall semester and one-half will be awarded the following spring semester. To retain the scholarship for the spring semester, the student must earn a 2.5 grade point average on the 4.0 scale during the fall semester.

R. W. Bounds Scholarship — The R. W. Bounds Scholarship was established in 1986 by Mr. Sam Bounds, son of the person for whom the scholarship was named and member of the East Central Community College Board of Trustees. The elder Mr. Bounds was the founder of B and W Feed Service in Lawrence, Mississippi.

This scholarship is awarded to a graduate of Newton High School in the amount of \$100 a year for attendance at East Central Community College. The recipient will be named by the principal and vocational agriculture instructor at Newton High School. The recipient must have excelled as a student

in vocational agriculture and must have displayed outstanding interest and involvement in the field of agriculture. An additional factor in the selection process shall be the need of the recipient for financial assistance to attend East Central Community College.

The scholarship will be awarded to the recipient at the annual Newton High School Awards Day Program.

The Paul V. and Voncile H. Breazeale Ministerial Scholarship — Mr. and Mrs. Paul Breazeale, both alumni of East Central Community College, established the Paul V. and Voncile H. Breazeale Trust Fund in 1995. The proceeds from this trust fund provide a scholarship to an incoming, full-time, freshman student who demonstrates financial need and who is enrolled in a curriculum which will prepare the student for a ministry in full-time Christian service. Preference will be given to Baptist students. Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards. The East Central Community College Scholarship Committee will make the annual selection from the applicants who have completed the application process and met the general eligibility requirements. To be eligible for the scholarship the student must:

- (1) be a high school graduate as verified by a high school transcript
- (2) be a first-time, entering freshman in the fall semester
- (3) demonstrate financial need on a current federal student financial aid form
- (4) provide letters of recommendation from his/her high school principal, local pastor, and a personal acquaintance.

To retain the scholarship for the four semesters of eligibility, the student must maintain a 2.5 cumulative GPA as a student at East Central Community College and exhibit those characteristics which are expected of one who intends to follow a career in full-time Christian service. Students who wish to apply for the scholarship should contact the financial aid office at East Central Community College for a scholarship application.

The Mable Moore Carr Educational Scholarship — The Mable Moore Carr Educational Scholarship is for deserving graduating high school seniors from Forest High School in Forest, Mississippi. The scholarship is named after Mrs. Mable Moore Carr of Forest who served as a secondary school science teacher for some 30 years. It was created and fully endowed in 1996 by her four sons, all of whom attended community or junior colleges. Three of her sons, Jimmy, Hugh, and Tom, attended East Central, and Charles, the oldest son, attended Jones County Junior College.

Scholarship candidates must:

- (1) Have a "B" or better average
- (2) Desire to pursue a degree in education
- (3) Plan to attend East Central Community College in Decatur as full-time students during the fall semester following their senior year in high school.

The annual recipient will be chosen by a scholarship committee at Forest High School. If there are no qualified applicants pursuing a degree in education, others may be considered.

The Carthage Bank Scholarship — This scholarship was established in 1992 by The Carthage Bank. The scholarship will be available annually to a selected recipient whose legal residence is in Leake County. This full tuition scholarship will be available for the fall and spring semesters of each recipient's freshman year.

To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation
- (2) must be a legal resident of Leake County
- (3) have demonstrated leadership ability in his/her high school
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

The Citizens Bank of Philadelphia Scholarship — This scholarship was established in 1992 by The Citizens Bank of Philadelphia. The scholarship will be available to a selected recipient from one of the four East Central Community College District counties served by this bank. These counties include Leake, Neshoba, Newton, and Scott. This full tuition scholarship will be available for the fall and spring semesters of each recipient's freshman year.

To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation
- (2) reside in an area served by The Citizens Bank of Philadelphia in the East Community College District
- (3) have demonstrated leadership ability in his/her high school
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

Kinoth and Ella Mae Thornton and Emerson Electric Scholarship — The Kinoth and Ella Mae Thornton and Emerson Electric Company Scholarship was established by Mr. and Mrs. Thornton and Emerson Electric Company in 1991 as a tribute to the college for its many positive contributions to the Thorntons' lives. The contributions by the Thorntons and Emerson Electric Company totaled \$10,000.00 which was used to establish the endowment for the scholarship. Interest and dividends and, if required, the sale of shares of stock from the investment will be used to fund scholarships in the amount of \$1,000.00 each to be awarded to cover four semesters of study. Thus, scholarship awards will be made on alternate years unless the full amount of an awarded scholarship is not utilized. The investment endowment shall never fall below \$10,000. To be eligible for this scholarship, the recipients must:

- (1) Reside in one of the five counties served by East Central Community College. Preference shall be given to applicants from Newton and Neshoba Counties.
- (2) Have family contributions on financial aid needs analysis forms that are from fifty (50) percent to one hundred (100) percent of the students' financial aid budgets.
- (3) Have the demonstrated ability to profit from higher education by having achieved acceptable grades in high school and by having participated in Community projects or work experience.
- (4) Have high moral and ethical values.
- (5) Project the reasonable probability that they would not attend college if they did not receive assistance from this scholarship fund.

If on any year no one applies who substantially meets all of the above qualifications, no award will be made and the fund will accumulate. The Dean of Students of the College shall be responsible for notifying qualified high school students as to the availability of this scholarship. The College's Scholarship Committee shall screen all applications and make the final selections.

W. R. Covington Scholarship — This scholarship was established in 1985 by Dr. Eddie M. Smith, President of East Central Community College, in recognition of the support and assistance Mr. W. R. Covington of Noxapater, Mo. has provided for many students to aid them in attending college and personally for his encouragement and financial support of Dr. Smith when he was a student at East Central Junior College. This scholarship is awarded to a graduate of Noxapater High School in the amount of \$150 for one year for attendance at East Central. One-half of the scholarship will be awarded each semester.

The Nellie Neill Cross Memorial Scholarship — This scholarship was established in memory of the late Nellie Neill Cross by her former students and friends. Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment

corpus shall be used for the scholarship awards. Mrs. Cross served East Central as a member of the faculty, as manager of the Sullivan Student Center and as a loyal supporter of the College for more than fifty years. The scholarship will be awarded annually to an entering freshman who plans to major in music with an emphasis in voice.

Ed Preston Dallas and Maudie Threatt Dallas Memorial Scholarship — This scholarship was established in 1991 to assist deserving graduates of Neshoba Central High School who reside in the southeast quarter of Neshoba County (indicated on an available map) to attend East Central Community College. It was established and funded by the children of Mr. and Mrs. Dallas in their memory and in honor of their interest in education. Seven of Mr. and Mrs. Dallas' eight children attended East Central Junior College. Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards. In the event that an eligible student is not selected from the designated area during a period of five years, then any eligible student living in Neshoba or Newton Counties may be considered.

In the event an eligible student is not selected during the following five-year period from these two counties, then any eligible student may be considered from the entire community college district.

The amount of the scholarship award should be based on the calendar year ending December 31st prior to the fall semester. The amount of the scholarship available should be the earnings in excess of the inflation rate up to the cost of the tuition, room and board for a year.

Requirements:

1. Available for four consecutive semesters to qualified entering freshmen whose family contributions are from fifty (50) percent to one hundred fifty (150) percent of each student's financial aid budget.
2. The person selected must have high moral standards, good character, and must not be a substance abuser.
3. The recipient must have demonstrated the capacity and a strong desire to obtain a college education.
4. The award will be for students pursuing an academic (university transfer) education only.
5. The scholarship is to be awarded on Awards Day at the appropriate high school.
6. The recipient must show potential for leadership and academic excellence.
7. In order for the recipient to be eligible for the second year, the student must have a D or above in all classes, must have an average of C or

above, continue to have a financial need, and have a clear disciplinary record.

8. Funds from this scholarship are to be applied to the educational expenses of the recipients.
9. The recipients are to be selected by the College Scholarship Committee. The freshman recipients will be selected from students recommended by at least four of their senior year high school classroom teachers who agree that the students meet the above requirements.

Opal McMullan Dickinson Memorial Scholarship — This scholarship was established by the Marion McMullan family in memory of their daughter Opal. It is awarded to a sophomore, who is majoring in elementary education. Selection is made by the student education association advisor and is based on academic success and potential, and the contribution to the student education organization.

Bank of Forest Scholarship — This scholarship was established in 1997 by the Bank of Forest. To be eligible, a recipient must:

- (1) be a legal resident of Scott County;
- (2) have a strong desire to obtain a college education
- (3) Enroll as a full-time student at East Central Community College the fall semester following high school graduation;
- (4) have a high school grade point average of 2.5 or above on a 4.0 scale and
- (5) be willing to participate in an awards ceremony and be part of publicity involving the Scholarship award.

The recipients will be selected by the College Scholarship Committee from students who apply and who meet the criteria listed above. Each recipient will receive \$500 for the fall semester and \$500 for the spring semester of their freshman year at East Central Community College.

The Leon Eubanks Kaljyc-Peers Leadership Award — This scholarship was established in 1994 by Mr. Leon Eubanks who was a faculty member at East Central Junior College from 1934 to December 1943. While an instructor at East Central, Mr. Eubanks was the faculty sponsor of a campus leadership organization called the Kaljyc-Peers. To honor the leadership philosophy of that organization, Mr. Eubanks stipulated that the interest earned from the invested scholarship corpus be used to fund an annual scholarship to be awarded to the President of the East Central Community College Student Body Association at the annual Awards Day program. The award funds will be disbursed in two equal payments during the year the student serves as the Student Body Association President.

Obe S. Farish Memorial Scholarship — This scholarship was established in 1966 by the family of Obe S. Farish to honor his memory and to assist a worthy student from Noxapater High School who will attend East Central Community College. Mr. Farish was a patron of Noxapater High School for nearly forty years, having at least one child in school there continuously from 1939 to 1966. Of the five children, three attended East Central Junior College. The scholarship, in the amount of \$300, will be awarded annually at the Noxapater High School Awards Day Program with the money being deposited in the Business Office at East Central Community College, \$150 per semester.

Robert G. Fick Memorial Scholarship — This scholarship was established by the family of Robert G. Fick who was a devoted music instructor at East Central Community College from 1951-1978. After his retirement, he continued to work in civic and community activities until his death on July 26, 1990. In addition to receiving a cash award of \$100, each year's recipient will have his/her name inscribed on a loving cup which was purchased by the family. This loving cup will remain on permanent display in the college's trophy case.

The criteria for the scholarship include sophomore standing with no less than 46 cumulative hours earned and a GPA of no less than 2.0. In addition, the recipient must have shown a dedication to the betterment of the music department through untiring work. Financial need and field of study are not criteria for selection.

The Dean of Students working with the scholarship committee will be responsible for selecting the recipient of the scholarship and the East Central Band Director will make the annual presentations.

R. O. and Bertha Hannah Scholarship — This scholarship was established in 1991 by the sons of R. O. and Bertha Hannah to honor their parents for the motivation, assistance, and encouragement they provided their children. Mr. and Mrs. Hannah encouraged their sons to acquire the education each would need to help assure a successful future. All four of the Hannahs' sons attended East Central Junior College.

Only the interest earned on the endowment corpus for this scholarship funds shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards.

This scholarship will be awarded annually to an entering freshman from Scott County. Eligible recipients of this scholarship must have the demonstrated potential for successful college study and must be able to demonstrate the need for financial assistance.

The Dean of Students working with the Scholarship Committee will select the recipients annually.

La-Z-Boy Scholarship — This scholarship was established in 1995 by La-Z-Boy South located in Newton, Mississippi. The purpose of this scholarship is to provide financial assistance to qualified students who choose to attend East Central Community College. The scholarship will be awarded annually to a minimum of two students. Recipients must be legal Mississippi residents who enroll as full-time students on the Decatur Campus, must be in district students with preference given to Newton County residents, and must have a cumulative 3.0 G.P.A. on college credit course work or a "B" average on high school course work.

Frank Edwin and Nena Holt Leatherwood Scholarship — This scholarship was funded by the family and friends of the Leatherwoods in loving memory and honor of these two educators who ignited the spark of learning and encouraged the hopes and dreams of countless students. Mr. Leatherwood was a longtime member of the biology department faculty at East Central Junior College, and Mrs. Leatherwood served for many years as an elementary school teacher in Decatur. The scholarship is awarded each year to a freshman selected by the science faculty, who will return for the next fall semester. The presentation of the award is made at Awards Day each spring.

Mississippi Association of Supervisors' Community College Scholarship — The Mississippi Association of Supervisors' Community College Scholarship was established in 1996 in the amount of \$500.00 per year (250.00 per semester) for one year or two consecutive semesters to each of Mississippi's 15 Community colleges. Eligibility for the scholarship is based on the following criteria:

1. Be a freshman and have potential for success in College;
2. Demonstrate a financial need although a minor consideration;
3. Complete the application process to the appropriate college to include:
 - a. letters of recommendation
 - b. transcript
 - c. other as required by each community college committee;
4. Selection to be made by each community college's scholarship committee;
5. Scholarship is non-renewable after one year;
6. Scholarship is renewable for second semester based on 2.5 or better GPA;
7. Scholarship is to be publicized by appropriate Community college;

Each Community college will report the name of the recipient each year to their local Board of Supervisors and the Mississippi Association of Supervisors.

Bank of Morton Scholarship — This scholarship was established in 1997 by the Bank of Morton.

To be eligible, a recipient must:

- (1) be a graduate of Morton High School;
- (2) have a strong desire to obtain a college education;
- (3) enroll as a full-time student at East Central Community College the fall semester following high school graduation;
- (4) have a high school grade point average of 3.0 or above on a 4.0 scale; and
- (5) participate in an awards ceremony and be a part of publicity involving the scholarship award.

The recipient of the scholarship will be selected by a committee composed of representatives from Morton High School and the Bank of Morton. The recipient will receive \$500 for the fall semester and \$500 for the spring semester of his/her freshman year at East Central Community College.

Dr. Margaret Mosal Memorial Scholarship for Leadership — This scholarship was established in 1997 to provide financial assistance to deserving students at East Central Community College. The award was established in honor of the late Dr. Margaret Mosal of Canton, Mississippi, former executive director of Phi Theta Kappa, the International Honor Society for Two-year Colleges. Dr. Mosal led the organization for 50 years, from 1935 to 1985.

The scholarship was funded by a Mosal Leadership Award stipend presented to Dr. Shelby L. Harris by Phi Theta Kappa with additional funds from Dr. Harris, longtime mathematics instructor and chairman of the Mathematics and Science Division at East Central.

The award will be given annually to a student who exemplifies the hallmarks of Phi Theta Kappa - scholarship, leadership, service and fellowship - during the student's freshman year of membership in Phi Theta Kappa as determined by the advisors of East Central's Theta Xi Chapter of Phi Theta Kappa.

In addition to a \$200 scholarship, awards will include placing the names of the recipients and the dates of presentation on an engraved commemorative plaque. Certificates will be presented to the recipients by an advisor of Phi Theta Kappa on the annual Awards Day at the College.

The Polk and Jennie Pace Scholarship — This scholarship was endowed in March of 1997 by Mr. Pace's widow, Scott County native Mrs. Jennie Thrash Pace of Newton, Mississippi; her children, Mrs. Reba DeBari of Pensacola, Florida, and Dr. Harrell S. Pace of Biloxi, Mississippi; her grandchildren, Mrs. Donnie White of Clifton, Virginia, Mrs. Guy Garner of Lenoir, North Carolina, Mr. Stephen Pace of Murfreesboro, Tennessee, Mr. Michael Pace of Starkville,

Mississippi, Mr. David DeBari of Luling, Louisiana, and Mr. Kenneth DeBari of Pensacola, Florida; and other family members and friends. This scholarship honors the memory of the late Mr. Lawrence Polk Pace, originally from Neshobah, Mississippi, who passed away January 23, 1997, at age 86. Mr. Pace, a businessman, was a strong believer in the value of education. He attended East Central Junior College in 1929. Both of his children and his daughter-in-law, the former Miss Grace Holman of Newton, all graduated from East Central. The Paces' son, Dr. Harrell Pace, MD, was named to the first East Central Hall of Fame in 1956. Their daughter, Mrs. Reba DeBari, a mezzo-soprano, sang at the Orange Bowl with the East Central Choir in 1957, and performed nationally as a member of the Choral Society of Pensacola, performing at Carnegie Hall in 1990 and in 1997, and throughout the country.

Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards.

Each scholarship candidate must:

1. Be a resident of either Scott county, or Newton County, Mississippi
2. Have a "B" or better average his/her senior year in high school
3. Plan to major in either science, math, or music (if no applicant plans a major in these fields, others will be considered.)
4. Plan to attend East Central Community College in Decatur as a full-time student during the fall semester following his/her senior year in high school.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above. For more information, write the Dean of Students, East Central Community College, Box 129, Decatur, MS 39327-0129, or call 601-635-2111, ext. 204.

The Philadelphia-Neshoba County Arts Council Music, Art, or Drama Scholarship — This scholarship was established in 1996 by the Philadelphia-Neshoba County Arts Council. The purpose of this scholarship is to provide an award of \$200.00 per semester to an appropriately selected sophomore student who has declared music, art, or drama as his/her major.

To be eligible for this scholarship, the student must:

1. Have resided in Neshoba County for at least two years prior to attending East Central Community College,
2. Be of sophomore status,

3. Have maintained a cumulative college GPA of 2.5 or better, and
4. Have demonstrated leadership abilities and have moral and ethical values.

Recipients must maintain at least a 2.5 GPA to retain this scholarship.

The Music, Art, and Drama Scholarship Committee, composed of an art instructor, a drama instructor, and the director of bands, will annually select the recipients of this scholarship.

The Roscoe C. Pugh Memorial Scholarship — Roscoe C. Pugh was the first president of East Central Junior College. He served in that capacity from 1928 when the College was founded until 1934. He served previously as superintendent of the Newton County Agricultural High School.

In the fall of 1996, Leon Eubanks, who served from 1934 until 1943 as an English instructor at East Central and who was a graduate of the Newton County Agricultural High School, established and fully endowed this scholarship to honor his friend, Mr. Pugh.

Only the interest earned on the endowment corpus for this scholarship fund shall be used for the annual scholarship awards. No part of the endowment corpus shall be used for the scholarship awards.

To be eligible to be considered for this scholarship, candidates must:

1. Enroll as full-time day academic or technical students at the Decatur campus after having been previously enrolled as part-time students;
2. Have earned all previous college credits at East Central Community College;
3. Have earned a minimum of 12 semester hours credit and not more than 21 semester hours credit before applying for the scholarship;
4. Have a minimum 3.00 grade point average on all college work completed;
5. Have submitted completed scholarship application forms to the Dean of Student's office; and final selection of the recipients for this scholarship will be made by the College's Scholarship Committee.

This scholarship will be available for two semesters of enrollment at East Central Community College.

The Herman and Mosoura Rigby Memorial Scholarship — This scholarship was established in 1993 by Dr. M. G. Rigby who attended East Central Junior College in 1965 and 1966. Dr. Rigby came to East Central as an out-of-state student to major in education. He went on to complete his BA degree at the University of Southern Mississippi, and his MA and EdD degrees at the University of Mississippi. His parents were of great inspiration to him as he pursued his educational goals. It was in the memory of Dr. Rigby's parents

that this scholarship was established. This two-semester scholarship will be awarded annually to an out-of-state entering freshman who demonstrates both the need for financial assistance and an aptitude for success as a student. The amount of each scholarship award will equal fifty-percent of the annual interest earned on the invested scholarship corpus. The remaining fifty percent of the annual interest earned will be added to the corpus. The annual recipients of this scholarship will be selected by the Scholarship Committee from the pool of qualified applicants.

The Charles and Judy Dowdle Thomas Scholarship — This scholarship was established in 1997 by the Thomas family. Mr. Thomas, class of '64, is a Philadelphia native living in Louisville and Mrs. Thomas is a Leake County native originally from Carthage. The scholarship fund, one of the largest at the College, was created with a donation of 430 shares of stock to the East Central Community College Foundation, Inc. To be eligible, a recipient must

- (1) be a legal resident of Neshoba County for three years or more and a graduate of Philadelphia High School
- (2) have a strong desire to obtain a college education
- (3) enroll as a full-time student at East Central Community College the fall semester after high school graduation, although College enrollment may be deferred for military service
- (4) have a high school grade point average of 3.0 or above on a 4.0 scale
- (5) be willing to participate in an awards ceremony recognizing receiving the scholarship and be a part of publicity involving the scholarship award.

Only the interest earned on the endowment corpus for this scholarship fund shall be used for this scholarship award. No part of the endowment corpus shall be used for the scholarship awards.

The recipients shall be selected by the College Scholarship Committee. The scholarship awards will be provided the fall and spring semesters of the recipients' freshman year at East Central Community College.

Union Planters Scholarship — This scholarship was established in 1992. Union Planters operates branch offices in Decatur, Union, Philadelphia, Forest, and Newton. The scholarship will be available to selected recipients from the four counties served by Union Planters in the East Central Community College District. Five scholarships in the amount of \$500.00 each will be awarded for the fall semester each year. To be eligible, a recipient must:

1. Enroll as a full-time student at East Central Community College the fall semester following high school graduation;
2. Reside in the East Central Community College District;
3. Have demonstrated leadership ability in his/her high school;
4. Have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

The Lavern Vowell Memorial Scholarship — This scholarship was established in 1993 by Elizabeth, E. L., and David Vowell to honor the memory of their husband and father, Mr. Lavern Vowell, and to assist a worthy student attending East Central Community College.

The scholarship which will be awarded each year to an entering freshman will cover the cost of tuition for two semesters. Each recipient of this scholarship must be a major in some field of business administration. Each recipient must have a demonstrated need for financial assistance and must have a demonstrated potential for academic success. Preference will be given to applicants for the scholarship who are or have been employed by Triple V, Inc. Applications for this scholarship will be received by the Dean of Students at the College. The College's scholarship committee will be responsible for the final selection of each year's recipient.

The D. P. (Doc) and Sybil C. Williamson Scholarship — The D. P. (Doc) and Sybil C. Williamson Scholarship was established in 1996 by Doc and Sybil Williamson as an expression of their appreciation for the College that provided Mr. Williamson, a 1952 graduate of ECJC, with the background and direction that he needed for a successful career in the poultry industry and later as a Methodist minister. The scholarship will be awarded annually to an entering freshman who meets the following qualifications:

- (1) Must plan to major in some area of agriculture
- (2) Must have earned average grades in high school
- (3) Must demonstrate a serious desire to better himself/herself educationally
- (4) Must have a demonstrated need for financial assistance.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

The scholarship award will be available for the fall and spring semesters of each recipient's freshman year.

General William Patrick Wilson Memorial Scholarship — This scholarship was established by the Class of 1937, family, friends, and associates of General Pat Wilson. It honors his memory as a coach, dormitory supervisor, teacher,

and National Guard officer at East Central Junior College from 1933 to 1940 and his long and colorful military career. From his Pre-World War II days when he was affectionately known as Captain Pat, to his much decorated combat service in the European Theater of Operations, and his outstanding record as Adjutant General of Mississippi, Pat Wilson was a remarkable leader of men.

It is the expectation of those who fund it that this scholarship will aid college students to develop such leadership qualities as he displayed. It will be administered by the Scholarship Committee of East Central Community College within the restrictions set by the founding Committee which are:

- (1) All funds contributed will be placed in endowment with only the interest expended each year for scholarships.
- (2) Recipients are to be selected annually by the College Scholarship Committee from students who have attained sophomore standing, a 3.0 grade point average, and who have a demonstrated need for financial assistance.
- (3) To retain the scholarship for a second semester a student will be required to maintain a minimum of a 2.5 grade point average on the 4.0 system.
- (4) The award each year will be made on Awards Day so that due recognition may be given the recipient.

SECTION II: FINANCIAL AID POLICIES

FEDERAL PROGRAMS—In order to be eligible to receive financial aid at East Central Community College, students are expected to maintain satisfactory progress toward their certificate or degree objective in the academic, technical, or vocational programs. Satisfactory progress for all Title IV aid (Pell Grant, State Student Incentive Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, Stafford Loan, or PLUS/SLS Loans) for the various programs for full-time students is defined below. The required number of hours to be completed will be reduced proportionately for part-time students. At the end of the time frame allowed for the completion of a program, students will not be eligible to receive financial aid regardless of their grade point average or cumulative hours earned.

1. The time frame for the number of hours to be completed and the grade point average required is as follows:

At the end of this semester	1	2	3	4	5	6
student must have						
accumulated at least						
this many hours	9	18	28	40	52	64
With at least a						
cumulative grade						
point average of	1.0	1.5	1.75	2.0	2.0	2.0

A student who does not meet these standards will be placed on financial aid probation for a semester. During the probationary semester, a student will continue to be eligible for financial aid. Upon completion of the probationary semester a student who does not meet the satisfactory progress standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved.

- A student's entire record at East Central Community College will be evaluated to determine eligibility for financial aid regardless of whether or not the student has received aid for all semesters.
- Upon enrolling at East Central, a transfer student will be considered to be maintaining satisfactory progress and will therefore be allowed to receive financial aid for one semester without the transfer credits being considered. At the end of that semester the transfer student's entire record, including not only the credits earned at East Central but also the accepted transfer credits from the previous institution, will be evaluated to determine if the student is maintaining satisfactory progress in the program being pursued by the student.
- Developmental courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.
- The procedure for determining satisfactory progress as related to incomplete grades, withdrawing from a course, or repeating a course will be the same as those procedures followed by the Admissions and Records Office. Students may obtain additional information about these procedures from the Office of Admissions, Records, and Research or the Financial Aid Office.
- Students who wish to appeal the decisions and financial aid awards made by the Financial Aid Office should submit a written request for an appeal to the Director of the Financial Aid Office. The written request should include any information relative to the case. The appeal will be reviewed by the Financial Aid Appeals Committee. The student will be notified in writing of the committee's decision.

INSTITUTIONAL PROGRAMS—The following information is related to Scholarships and Institutional Work-Study.

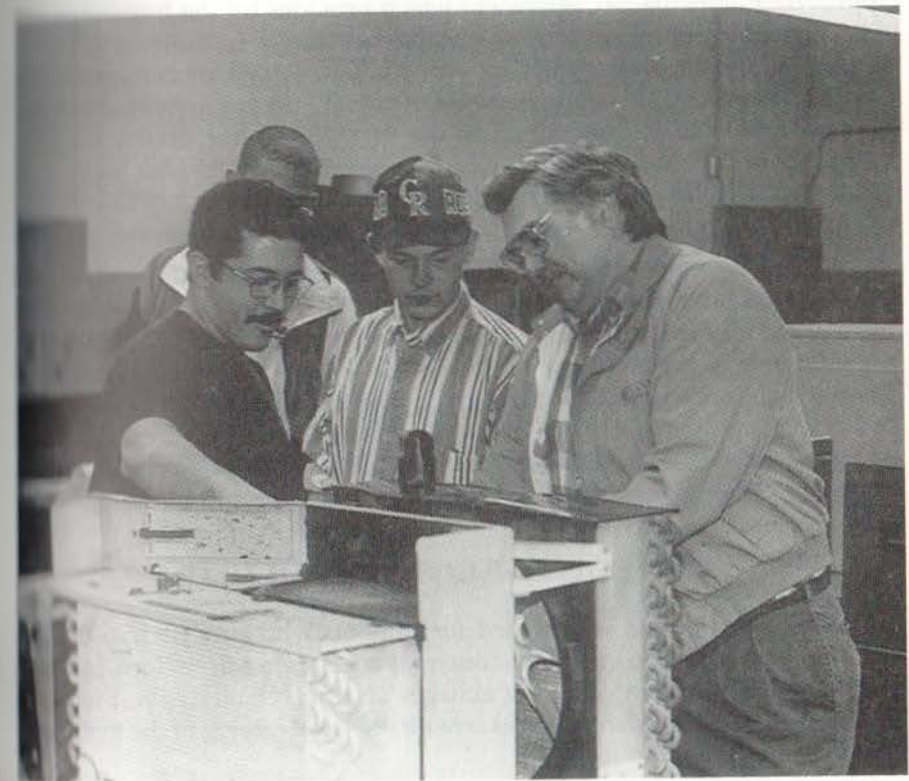
1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet this standard at the end of a semester, the student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the

standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.

2. To retain an ACT, Salutatorian, or Valedictorian scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, may get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Section 1 Financial Aid Programs for further eligibility requirements.
3. Total financial aid in scholarships from East Central Community College for dormitory and commuter students MAY NOT exceed the published cost of matriculation fee, room, board, and an allowance of \$500 per semester for books.
4. Total financial aid awards for a student which includes Title IV aid (campus-based aid or loans) and institutionally funded aid may not exceed the campus-based budget or the student's need as determined by the need analysis document.

AWARD NOTIFICATION — Students who complete the financial aid application requirements and who provide all required forms by April 1 will be notified regarding their financial aid awards, normally, by the end of July. Students who apply after the April 1 priority deadline will be notified on a rolling basis after the priority group is complete.

Requests for information and award letters will be mailed to the address listed on the student's financial aid application.



CHAPTER 5

PROGRAMS OF STUDY

ACADEMIC PROGRAMS

Suggested programs of study in many fields of interest have been established with recommended courses for each semester. Students should note that these outlines are suggestions, not requirements. Requirements for degrees and certificates are listed in Chapter Three.

The East Central Community College transfer programs are designed for the student who wishes to complete two years of college work and continue toward a Baccalaureate degree at senior college. These suggested programs of study have been set up with extreme care; however, students should consult with advisors and the university or college catalog of their choice to ensure that the right courses are taken.

In 1991, the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges approved an articulation agreement which provides for the transfer of academic credit in 161 majors available at the eight senior institutions in Mississippi. This agreement is a safety net for students who plan to transfer. East Central has utilized this agreement in developing programs of study. A student who follows the prescribed course of study in this catalog with the assistance of their advisor and the catalog of the college to which they plan to transfer should experience no difficulty with the acceptance of East Central credit.

The course sequences listed in this catalog do not represent the only majors available to students. East Central Community College can offer course work in all of the majors listed in the Articulation Agreement. Majors included on the following pages are those most frequently pursued by students at East Central Community College. Students interested in majors not specified in this catalog may request a copy of the major from the Articulation Agreement or follow the catalog of the four-year institution to which they will transfer upon completion of course work at East Central Community College.

BASIC COLLEGE CORE CURRICULUM

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the latest catalog of the institution to which they plan to transfer.

The following East Central Community College core curriculum contains the core curriculum which is required by all universities under the State Board of Trustees, Institutions of Higher Learning, which was implemented during the fall of 1984 and the core curriculum is incorporated in all transfer programs of study as outlined in this chapter.

English Composition	6 semester hours
Laboratory Science	6 semester hours
Humanities & Fine Arts	9 semester hours
Social/Behavioral Science	3 semester hours
College Algebra or Higher Mathematics	3 semester hours
Oral Communication	3 semester hours
Computer Science	*3 semester hours
Total	33 semester hours

This 33 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees - the Associate in Arts and the Associate in Science. (See requirements for degrees section of chapter three - Academic Policies.)

AGRICULTURE (AGRI)

Advisor: Mr. Alexander

The combination of courses in this curriculum is offered for students who are planning to be professional agriculture workers. Upon successfully completing the agriculture program of study, graduates should be able to enter the junior year of agriculture at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition ...	3	ENG	1123	English Composition ...	3
CHE	1214	General Chemistry	4	CHE	1224	General Chemistry	4
HIS	2213	American History	3			*Approved Elective	9
MAT	1313	College Algebra	3				
BIO	1134	General Biology	4				

SOPHOMORE YEAR

	First Semester				Second Semester		
PSC	1113	Amer. Nat. Government .	3	SPT	1113	Oral Communication	
BIO	2414	Zoology	4			Fine Arts Elective	
ECO	2213	Principles of Economics	3	CSC	1113	Intro. to Computer Concepts	
		Approved Electives.....	6			*Approved Electives	
			<u>16</u>				

*Approved by curriculum advisor for specific transfer requirements

ART
(ARTC)

Advisor: Mr. Guraedy

Upon successfully completing the art program of study, graduates should be able to attend a four year institution with a junior level of standing and pursue serious art related fields, e.g., Commercial Art, Illustration, Art Education, Computer Graphics, Art History, Interior Design, Architecture, Fine Art, etc.

FRESHMAN YEAR

First Semester				Second Semester			
*ART	1413	Design I	3	*ART	1423	Design II	
*ART	1313	Drawing I	3	*ART	1323	Drawing II	
ART	1113	Art Appreciation	3	ENG	1123	English Composition II	
ENG	1113	English Composition I ...	3	HIS	1173	World Civilization II	
HIS	1163	World Civilization I	3	SPT	1113	Oral Communication	
		Activity	1			Activity	

SOPHOMORE YEAR

First Semester			Second Semester		
MAT	1313	Algebra 3	ENG	2433	World Literature II
ENG	2423	World Literature I 3	BIO	1144	General Biology II
		***Social Science			***Social Science
		Elective 3			Elective
		**Art Elective 3	ART	2433	Advertising Design I
BIO	1134	General Biology I 4			Elective
—					
16					

*This course required of all art majors.

**Suggested art electives are: painting, ceramics

***Suggested Social Science Electives: Psychology, Sociology, Economics

**BUSINESS ADMINISTRATION
(BADM)**

Advisors: Mr. Jamie Clark, Mr. Cooper, Mrs. Holt, Mrs. Moore

Upon successfully completing the Business Administration program of study, graduates should be able to enter the junior year of Business Administration, Accounting, Banking and Finance, Marketing, Management or other related business fields at a four-year institution. A student who enrolls in the Business Administration program is advised to refer to the catalog from the institution which he/she plans to attend after graduating from East Central and to follow the recommendations of his/her academic advisor.

FRESHMAN YEAR

First Semester			Second Semester		
1113	English Composition ...	3	ENG 1123	English Composition ...	3
	**CSC Computer		SPT 1113	Oral Communication ...	3
	Course	3	MAT 1333	*Finite Mathematics ...	3
1313	College Algebra	3	HIS	History (Elective)	3
	History (Elective)	3	BIO 1144	General Biology	4
1134	General Biology	4		Activity	1
	Activity	1			
		<hr/> 17			<hr/> 17

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (English or American) 3	ENG		Literature (English or American) 3
PSY	1513	General Psychology 3			Art or Music App. 3
E.O	2113	Principles of Economics 3	ECO	2123	Principles of Economics 3
ACC	1213	Principles of Accounting 3	ACC	1223	Principles of Accounting 3
BAD	2413	Legal Environ. of Business 3	**BAD	2323	Business Statistics 3
15			15		

Economics and Finance majors should take Calculus I and II instead of Finite Mathematics, and Accounting majors should take both Finite Mathematics and Business Calculus.

*Check with curriculum advisor before registering for this course.

SOPHOMORE YEAR

First Semester		Second Semester	
ENG	2223/Literature (American/ ... 3	ENG	Literature
	2323 English)	*PHY	2254 Physical Science
	2183 World (JSU, USM)		Survey II
PHY	2244 Physical Science		(required by JSU, MSU)
	Survey	*MAT	1733 Informal Geometry
MAT	1723 Real Number System ... 3		(Required by DSU, MSU)
CSC	1113 Intro. to Computer Concepts	SOC	2113 Sociology
	... 3	*ART	3046 Art - Elementary Teachers
MUS	2513 Music for Children I ... 3		(DSU, MSU)
	(MSU)	SPT	1113 Oral Communication
	(MUS 2513 or ART 3046-USM)		
EPY	2513 Child Psychology or ... 3		
EPY	2533 Human Growth		
HPR	1213 Personal & Community		
	Health (all except MSU)		
	From above choose:		

19

(max)

...HOURS FOR EACH SEMESTER VARY ACCORDING TO UNIVERSITY CHOICE

NOTES: 1. There are differing requirements for EEDU majors by the universities in the state. Use the Catalog from the university you plan to attend to schedule classes at EC.

2. Courses marked with (*) offered Spring semester only.

EDUCATION, PHYSICAL (PEDU)

Advisor: Miss L. Wood

Upon successfully completing the physical education program of study with a 2.5 GPA or better on the 45-hour education core and upon successfully passing the (PPST) Pre-Professional Skills Test, graduates should be able to enter the junior year of physical education at a four-year institution. (Note that USM requires a 2.65 GPA.)

FRESHMAN YEAR

First Semester		Second Semester	
1113	English Composition ... 3	ENG	1123 English Composition ... 3
2244	Physical Science	MAT	1313 College Algebra ... 3
	Survey	BIO	1144 General Biology II ... 4
1313	Personal & Community Health ... 3		(ASU, JSU, MUW, MSU require)
	History (World or American) ... 3	HIS	History (World or American) ... 3
	(ASU, USM requires World)		(ASU, USM require World)
1313	Intro. to Health, Phys. Ed. & Recreation ... 3	HPR	2213 First Aid ... 3
	Activity - Fitness and Conditioning ... 1		
	17		16

SOPHOMORE YEAR

First Semester		Second Semester	
1113	Literature (USM requires World Lit.) ... 3	ENG	Literature ... 3
1313	General Psychology ... 3	HPR	2323 Recreational Leadership ... 3
2113	Introduction to Sociology ... 3	MAT or SCI	Elective ... 3
2514	Human Anatomy & Physiology ... 4		(MSU requires MAT 1323)
1113	Art Appreciation or Music Appreciation ... 3	CSC	1113 Intro. to Computer Concepts ... 3
	Activity - Tennis ... 1	SPT	1113 Oral Communication ... 3
	17		15

Recommended Electives: PSC 1113, ECO 2213 (Required by DSU, UM, USM), SOC 1143 (Required by MSU), HPR 2423
Note: Literature courses must be taken in sequence.

EDUCATION, SECONDARY (SEDU)

Advisor: Mrs. McMullan, Mrs. McRae, Mrs. Gary Ann Moore

Upon successfully completing the secondary education program of study with a 2.5 GPA or better and upon successfully passing the PPST (Pre-Professional Skills Test), graduates should be able to enter the junior year of secondary education at a four-year institution.

Students are encouraged to follow the suggested curriculum for their major at the senior institution of their choice.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition I ... 3	ENG	1123	English Composition II
PSY	1513	General Psychology 3			HIS History (ASU, USM)
BIO	1134	General Biology I 4			Require World
		History (ASU, USM 3			Fine Arts Elective
		require World)	SPT	1113	Oral Communication
MAT	1313	College Algebra 3	Elective		Math or Science
					(MSU requires Math
					elective)
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16					

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature 3	ENG		Literature (in sequence
SCI		Physical Science			with previous course)
		Elective 4	CSC	1113	Intro. to Computer
Elective		Social Science 3			Concepts (See note)
		Electives from Teaching			Social Science Elective
		Area 6			Math or Science
					Elective 3
					Elective 3
<hr/>					
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Notes: English majors can meet the foreign language requirement by taking MFL 1113, 1123, 2213, 2223.

HPR 1213 is required at ASU, DSU, MSU, MVSU, UM.

BIO 1144 is required at MUW.

CSC 1213 or CSC 1313 is required for math majors at MSU, USM.

USM requires PHY 2514; 2524 for math majors.

Some majors do not require two literature courses and two history courses. See the advisor and the senior college catalog. Literature courses must continue in sequence if two are taken.

Business Education majors must make special agreements with the desired senior institution to identify the business technology courses that should be taken.

Specific courses in teaching area should be taken in line with requirements at the particular senior institution selected.

ENGINEERING
(ENGR)

Advisor: Dr. Harris

Students who are interested in any engineering field should register in this curriculum. The first two years of engineering are basically the same for all branches of engineering, and this curriculum is designed to meet these needs. Upon successfully completing the engineering program of study, graduates should be able to enter the junior year of engineering at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
	1113	English Composition ... 3	ENG	1123	English Composition ... 3
	1313	*Graphic	SPT	1113	Oral Communication ... 3
		Communication 3	MAT	1613	Calculus I 3
	1313	College Algebra 3	MAT	6123	Calculus II 3
	1323	Trigonometry 3	CHE	1224	*General Chemistry 4
	1314	General Chemistry 4			Fine Arts Elective 3
	1313	Psychology 3			
<hr/>					
19					

SOPHOMORE YEAR

First Semester			Second Semester		
	1613	Calculus III 3	PSC	1113	*American National
	1623	Calculus IV 3			Government 3
	1514	General Physics 4	MAT	2913	Differential Equations .. 3
	2113	American History I 3	PHY	2524	General Physics 4
	1113	*Principles of	HIS	2223	American History II 3
		Economics 3			Humanities (Elective) .. 3
	1313	*Fortran	EGR	2413	Engineering Mech 3
		Programming 3			
<hr/>					
19					

RECOMMENDED COURSES

1163	World Civilization I
	Literature (any two sequence)
2123	Economics II
2324-	Organic Chemistry (for
2424	Chemical Engineer)

See Advisor to determine specific course requirements for your engineering specialty.

FORESTRY
(FORS)

Advisor: Mr. Alexander

Upon successfully completing the forestry program of study, graduates should be able to enter the junior year of forestry at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
BIO	1134	General Biology 4	BIO	1144	General Biology II 4
CHE	1214	General Chemistry I 4	CHE	1224	General Chemistry II ... 4
MAT	1313	College Algebra 3	MAT	1323	Trigonometry 3
BIO	2414	Zoology 4	BIO	1314	Botany I 4
<hr/>					
18					

SOPHOMORE YEAR

First Semester			Second Semester		
SPT	1113	Oral Communication ... 3	ECO	2123	Principles of Economics (Micro)
MAT	2323	Business Statistics 3	DDT	2423	Mapping & Topography
HIS	2213	American History I 3	HIS	2223	American History II
PHY	2414	General Physics 4	BIO	2313	Dendrology
AGR	2343	Forest Measurement ... 3	AGR	2314	Soils
CSC	1123	Micro-Computer Applications 3			Fine Arts

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Electives to be selected with advisor based on upper division option to be selected

LIBERAL ARTS
(LART)

Advisors: Mr. Cooper, Mr. Carson, Mr. Jamie Clark;
 Social Science Advisors: Mr. Thrash, Mr. Pace,
 Ms. McKee; Art Advisor: Mr. Guraedy;
 Mathematics Advisor: Mrs. McMullan, Mrs. McRae, Mrs. Moore;
 English Advisors: Mr. Barrier, Mrs. Pierce, Mrs. Pace,
 Mrs. Smith, Ms. West, Ms. Hammons;
 Science Advisors: Dr. Fisher, Mr. Deaton, Mr. Ron Davis,
 Mrs. Patti Davis, Dr. Key;
 Speech Advisor: Mrs. Hunt;
 Home Economics Advisor: Mrs. Pouncey

The Liberal Arts Curriculum will meet the pre-professional needs of many students who are planning some professional vocation. It may be selected by the pre-law students, by pre-ministerial students, or by those planning a career in home economics, journalism, or social work, and by others. In addition to the above, students who come to college to secure the general and liberalizing value of education, who are planning to continue a similar curriculum in a four-year college, or whose interests cannot be met by another curriculum usually select this curriculum. Electives should be chosen from a student's field of interest with the approval of the individual's advisor.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ...
HIS		History (World or American) 3	HIS		History (World or American) 3
BIO	1134	General Biology 4	BIO	1144	General Biology ...
MAT	1313	College Algebra 3	SPT	1113	Oral Communication
PSY	1513	Psychology 3			Computer Elective
		Activity 1			Activity
17					

SOPHOMORE YEAR

First Semester		Second Semester	
	Literature (English or American) 3	ENG	Literature (English or American) 3
1113	American National Government 3	SOC	2113 Sociology 3
	Electives 6		Electives 9
1113	or MUS 1113 3		
	<hr/> 15		<hr/> 15

RECOMMENDED ELECTIVES

13 semester hours of Spanish should be strongly considered

1313 General Psychology
1313 Per. & Com. Health

**PRE-MEDICAL/PRE-DENTAL
(PMED)**

Advisor: Dr. Fisher, Dr. Key

Upon successfully completing the pre-medical program of study, graduates should be able to apply for entrance to the junior year of a pre-medical program at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
1113	English Composition ...	3	ENG 1123	English Composition ...	3
1313	College Algebra	3	SPT 1113	Oral Communication ...	3
1214	General Chemistry	4	CHE 1224	General Chemistry	4
2414	Zoology	4	BIO 2424	Zoology	4
	Art or Music App.	3	CSC 1123	Microcomputer Applications	3
17			17		

SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature or Language . .	3	ENG		Literature or Language . .	3
CHE	2424	Organic Chemistry	4	CHE	2434	Organic Chemistry	4
HIS	1163	World Civilization I	3	HIS	1173	World Civilization II . . .	3
PHY	2414	General Physics	4	PHY	2424	General Physics	4
MAT	1323	*Trigonometry	3			Elective	3
			<hr/>				<hr/>
			17				17

*MAT 1613, Calculus I & MAT 1623, Calculus II are recommended as additional math courses that should be taken. See your advisor about which schools suggest additional electives. (Microbiology, General Psychology)

MUSIC WITH PIANO EMPHASIS (MEPE)

Advisor: Mrs. Wilkinson

Upon successfully completing the music program of study, graduates should be able to enter the junior year of piano at a four-year institution.

FRESHMAN YEAR

First Year		Second Semester	
ENG 1113	English Composition ... 3	ENG 1123	English Composition ... 3
MUS 1214	Music Theory I 4	MUS 1224	Music Theory II 4
HIS 1163	World Civilization 3	HIS 1173	World Civilization 3
MAT 1313	College Algebra 3	MUS 1123	Music Survey 3
MUA 1572	Major Piano I 2	MUS 1582	Major Piano II 2
MUA 1772	Major Voice I 2	MUA 1782	Major Voice II 2
MUO 1211	Choir I 1	MUO 1221	Choir II 1

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SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature Elective 3	SPT 1113	Oral Communication 3
MUS 2214	Music Theory III 4	MUS 2224	Music Theory IV 4
BIO 1134	General Biology or	BIO 1144	General Biology
PHY 2244	Physical Science	or	
	Survey I 4	PHY 2254	Physical Science
MUA 2562	Major Piano III 2		Survey II 4
MUA 2772	Major Voice III 2	MUA 2582	Major Piano IV 2
MUO 2211	Choir III 1	MUA 2782	Major Voice IV 2
		NYA 2782	Major Voice IV 2
		MUO 2221	Choir IV 1

15 or 16

MUSIC WITH VOCAL EMPHASIS (MEVE)

Advisors: Mr. Hinson, Mr. Price

Upon successfully completing the music program of study, graduates should be able to enter the junior year of voice at a four-year institution.

FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition ... 3	ENG 1123	English Composition ... 3
MUS 1214	Music Theory I 4	MUS 1224	Music Theory II 4
HIS 1163	World Civilization I ... 3	HIS 1173	World Civilization ... 3
MAT 1313	College Algebra 3	MUS 1123	Music Survey 3
MUA 1511	Class Piano I 1	MUA 1521	Class Piano II 1
or		or	
MUA 1572	Major Piano I 2	MUA 1582	Major Piano II 2
MUA 1772	Major Voice I 2	MUA 1782	Major Voice II 2
MUO 1211	Choir I 1	MUO 1221	Choir II 1

17 or 18

17 or 18

SOPHOMORE YEAR

First Semester		Second Semester	
ENG 1113	Literature Elective 3	SPT 1113	Oral Communication ... 3
MUS 2214	Music Theory III 4	MUS 2224	Music Theory IV 4
BIO 1134	General Biology 4	BIO 1144	General Biology or
or		PHY 2254	Physical Science
PHY 2244	Physical Science		Survey II 4
	Survey I 4	MUA 2521	Class Piano IV 1
MUA 2511	Class Piano III 1	or	
or		MUA 2582	Major Piano IV 2
MUA 2572	Major Piano III 2	MUA 2782	Major Voice IV 2
MUA 2772	Major Voice III 2	MUO 2221	Choir IV 1
or ATE	Elective 3	PSY 1513	General Psychology ... 3
MUO 2211	Choir III 1	or	
		SOC 2113	Intro. to Sociology 3

17, 18, 19

17, 18, 19

NURSING (PNUR)

Advisors: Mrs. Harris, Ms. Buchanan, Mrs. Gorgas, Ms. Gaudin, Mrs. Clifton, Mrs. McElhenney, Mrs. Gaddis, Mrs. Reynolds.

Upon successfully completing the pre-nursing program of study, graduates should be able to enter the junior year of nursing at a four-year institution.

FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition ... 3	ENG 1123	English Composition ... 3
CHE 1214	General Chemistry 4	CHE 1224	General Chemistry 4
HIS 1163	World Civilization I ... 3	HIS 1173	World Civilization II ... 3
MAT 1313	College Algebra 3	SOC 2113	Introduction to
PHY 1513	General Psychology ... 3		Sociology 3
		SOC 2143	Marriage and Family ... 3

16

16

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature Elective	3	ENG	Literature Elective
CSC	1123	Microcomputer Applications	3	HEC	1253 Nutrition
BIO	2514	Anatomy & Physiology ..	4	BIO	2524 Anatomy & Physiology ..
EPY	2533	Human Growth and Development	3	BIO	2924 Microbiology
		Fine Arts Elective	3	SPT	1113 Oral Communication
			16		

Additional or alternate courses should be selected with the approval of the curriculum advisor to meet the specific university nursing school requirement.

*A statistics course is required by USM School of Nursing. BAD 2323 Business Statistics meets this requirement.

OCCUPATIONAL THERAPY
(OTHE)

Advisor: Mr. R. Davis, Mrs. Patti Davis

Upon successfully completing the occupational therapy program of study, graduates should be able to enter the junior year of occupational therapy at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
CHE	1214	College Chemistry	4	SOC	2113 Sociology
ENG	1113	English Composition ...	3	ENG	1123 English Composition
PSY	1513	Psychology	3	EPY	2533 Human Growth and Development
MAT	1313	College Algebra	3	BIO	1144 Biology
BIO	1134	Biology	4	MAT	1323 Trigonometry
			17		

SOPHOMORE YEAR

First Semester			Second Semester		
PHY	2414	General Physics I	4	SOC	2143 Marriage and Family
BIO	2514	Anatomy & Physiology ..	4	BIO	2524 Anatomy & Physiology ..
SPT	1113	Oral Communication ...	3		Fine Arts Elective
ENG		Literature Elective	3	ENG	Literature Elective
CSC	1123	Microcomputer Appl. ..	3	HPR	2213 First Aid
			17		

OPTOMETRY
(POPT)

Dr. Fisher, Dr. Key

Students majoring in optometry should enroll in the medical curriculum. Upon successfully completing the pre-optometry program of study, graduates should be able to apply for entrance to the junior year of pre-optometry program at a four-year institution.

PHARMACY
(PPHA)

Advisor: Mr. Deaton

Upon successfully completing the pharmacy program of study, graduates should be able to apply for the entrance to the junior year of pharmacy at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ...	3	ENG	1123 English Composition ...
MAT	1323	Trigonometry	3	MAT	1613 Calculus I
CHE	1214	General Chemistry	4	BIO	2424 Zoology II
CHE	1214	Zoology I	4	CHE	1224 General Chemistry II ...
CSC	1113	Oral Communication ...	3	CSC	1123 Microcomputer Appl. ...
		Activity	1		Activity
			18		

SOPHOMORE YEAR

First Semester			Second Semester		
ACC	1213	Accounting I	3	SOC	2113 Sociology
CHE	2424	Organic Chemistry I ...	4	CHE	2434 Organic Chemistry II ...
PHY	2414	General Physics I	4	PHY	2424 General Physics II
ENG	2323	English Literature	3	ENG	2333 English Literature
PHY	1513	General Psychology	3	MUS	1113 Music Appreciation
				or	
				ART	1113 Art Appreciation
			17		

See your advisor before registering for these courses.

RECOMMENDED ELECTIVES:

PSC	1113	American National Government
HPR	2213	First Aid
MAT	1623	Calculus II
ECO	2113	Principles of Economics
MFL	1213	Elementary Spanish I
BIO	2924	Microbiology

Sixty-nine (69) semester hours are required for admission to the University of Mississippi School of Pharmacy.

PHYSICAL THERAPY (PTHE)

Advisor: Mr. R. Davis, Mrs. Patti Davis

Upon successfully completing the physical therapy program of study, graduates should be able to apply for entrance to the junior year of physical therapy at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
PHY	1513	Psychology 3	EPY	2533	Human Growth and Development 3
MAT	1313	College Algebra 3	MAT	1323	Trigonometry 3
CHE	1214	General Chemistry I 4	CHE	1224	General Chemistry II 4
BIO	1134	General Biology 4	BIO	1144	General Biology II 4

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SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature Elective 3	ENG		Literature Elective 3
PHY	2414	General Physics I 4	PHY	2424	General Physics II 4
BIO	2514	Anatomy & Physiology .. 4	BIO	2524	Anatomy & Physiology .. 4
SPT	1113	Oral Communication ... 3	SOC	2113	Sociology 3
CSC	1123	Microcomputer Appl. ... 3			Fine Arts Elective 3

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POULTRY SCIENCE (PSCI)

Advisor: Mr. Alexander

Upon successfully completing the poultry science program of study, graduates should be able to enter the junior year of poultry science at a four-year institution.

FRESHMAN

First Semester

ENG	1113	English Composition ... 3
MAT	1313	College Algebra 3
MAT	1313	American History 3
CHE	1214	General Chemistry 4
PSC	1113	Intro. To Computer Concepts 3

Second Semester

ENG	1123	English Composition ... 3
MAT	1323	Trigonometry or Finite Mathematics 3
MAT	1333	Finite Mathematics 3
HIS	2223	American History 3
CHE	1224	General Chemistry 4
PSC	1113	American National Government 3

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SOPHOMORE YEAR

First Semester

ENG	1113	Oral Communication ... 3
ECO	2113	Economics 3
SCI	1213	*Natural Science 4
ACC	1213	Principles of Accounting 3
ACC	2413	Legal Environment of Business 3

Second Semester

SOC	2113	Sociology 3
PSY	1513	General Psychology 3
SCI		*Natural Science 4
ACC	1223	Principles of Accounting 3
		Major Elective 3
		Fine Arts Elective 3

 16

 19

Poultry science majors should see their curriculum advisor about specific goals before registering for classes. There are three options available within this major.

PSYCHOLOGY (PSYC)

Advisors: Mrs. Pouncey, Mr. Lovett

Upon successfully completing the psychology program of study, graduates should be able to enter the junior year of psychology at a four-year institution.

FRESHMAN YEAR

First Semester

ENG	1113	English Composition ... 3
PHY	1513	Psychology 3
MAT	1313	College Algebra 3
BIO	1134	General Biology I 4
MFL	1213	Elementary Spanish I .. 3

Second Semester

ENG	1123	English Composition II .. 3
		Fine Arts Elective 3
		History Elective 3
BIO	1144	General Biology II 4
MFL	1223	Elementary Spanish II .. 3

 16

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SOPHOMORE YEAR

First Semester			Second Semester		
		Literature Elective I 3			Literature Elective II
SPT	1113	Oral Communication ... 3	SOC	2113	Sociology
		Computer Science			*Elective
		Elective			*Elective
PHY	2244	Physical Science			*Elective
		Survey I			
EPY	2513	Child Psychology			
		16			

*Psychology majors should see their advisor about specific goals before registering for classes. One of these courses should be a computer literacy course.

**University requirements differ on this curriculum.

SPORTS MEDICINE
(SMED)

Advisor: Mr. Alexander, Ms. Lucille Wood

Upon completion of the sports medicine program of study, graduates should be able to transfer into the junior year of a sports medicine program at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition I ... 3	ENG	1123	English Composition II
MAT	1313	College Algebra	SPT	1113	Oral Communication
*HIS	1163	World Civilization I 3	*HIS	1173	World Civilization II
		or American I (USM			or American II (USM
		requires World)			requires World)
*CHE	1214	General Chemistry	PSY	1513	General Psychology
HPR	1313	Intro. to Health,	HPR	1213	Personal & Comm.
		PE & Rec. 3			Health
		16			*Activity

SOPHOMORE YEAR

First Semester			Second Semester		
BIO	2514	Anatomy & Physiology	BIO	2524	Anatomy & Physiology II
SOC	2123	English Literature I 3	SOC	2113	Sociology
		World or American	HPR	2213	First Aid
		(USM requires World)	HPR	2323	*Recreational
		Fine Arts Elective			Leadership
PHY	2253	Nutrition			Computer Science
HPR	2443	Athletic Training & Treat-			Elective
		ment of Injuries			16

See your advisor before registering for these courses. There are several different options within this program.

VETERINARY MEDICINE
(PVET)

Advisor: Dr. Fisher, Dr. Key

Upon successfully completing the veterinary medicine program of study, graduates should be able to apply for entrance to the junior year of veterinary medicine at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
CHE	1214	College Chemistry	CHE	1224	College Chemistry
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
MAT	1313	College Algebra	MAT	1323	Trigonometry
BIO	2414	Zoology	BIO	2424	Zoology
PSY	1513	General Psychology 3	SOC	2113	Intro. to Sociology 3
		17			17

SOPHOMORE YEAR

First Semester			Second Semester		
CHE	2424	Organic Chemistry	CHE	2434	Organic Chemistry
PHY	2414	General Physics I	PHY	2424	General Physics II
		Fine Arts Elective	BIO	2924	Microbiology
		Humanities Elective 3			Humanities Elective 3
SOC	1123	Microcomputer Appl. .. 3	SPT	1113	Oral Communication ... 3
		17			18

HEALTH RELATED PROGRAMS

East Central Community College currently offers four programs of study related to the health care industry. Students who successfully complete any of these programs should be able to obtain employment in their area of specialty in the health care field.

ASSOCIATE DEGREE NURSING (ASDN)

Advisor: Mrs. Nancy Harris

Upon successfully completing the associate degree nursing program, graduates should meet the requirements of the State Board of Nursing to apply to write the National Council Licensure Examination for Registered Nurses. However, completion of the program does not guarantee that one will be allowed to sit for the Exam.

SUMMER TERM

First Semester			Second Semester		
ENG	1113	English Composition I ... 3	BIO	2524	Anatomy & Physiology ... 4
BIO	2514	Anatomy & Physiology ... 4			

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1123	English Composition II ... 3	BIO	2924	Microbiology ... 3
EPY	2533	Human Growth & Development ... 3	NUR	1128	Nursing Science II ... 3
NUR	1118	Fundamentals of Nursing I ... 8	NUR	1133	Nursing Psy/Mental Health Nursing ... 2
<hr/>			<hr/>		
14			12		

SOPHOMORE YEAR

First Semester			Second Semester		
HEC	1253	Nutrition ... 3	SPT	1113	Oral Communication ... 3
SOC	2113	Intro. to Sociology ... 3	NUR	2121	Nursing Seminar ... 3
NUR	2149	Nursing Science III ... 9	NUR	2159	Nursing IV ... 3
<hr/>			<hr/>		
15			12		

Notes: Enrollment in NUR courses is limited to students who have been admitted to the ADN program, these courses must be taken in the sequence specified and students will be required to take a minimum of 12 hours during the fall semester of each year. All nursing and science courses must be taken within the six years prior to graduation from the ADN program.

LICENSED PRACTICAL NURSING (LPNC)

Advisors: Mrs. Thomas, Mrs. Buckman

The Practical Nursing program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the substantial skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist. Students that complete the program requirements, as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure.

First Semester				Second Semester			
PNV	1113	Basic Nutrition ... 3	PNV	1615	Medical/Surgical Nursing I ... 5		
PNV	1213	Body Structure and Function ... 3	PNV	1624	Medical/Surgical Lab & Clinical ... 4		
PNV	1312	Growth and Development ... 2	PNV	1633	Medical/Surgical Nursing II ... 3		
PNV	1425	Fundamentals of Nursing ... 5	PNV	1644	Medical/Surgical Lab and Clinical II ... 4		
PNV	1434	Fundamentals of Nursing Lab ... 4	PNV	1513	Pharmacology ... 3		
PNV	1412	Geriatric Nursing ... 2					
<hr/>				<hr/>			
19				19			

Summer Term

PNV	1717	Maternal-Child Nursing ... 7
PNV	1813	Psychiatric Concepts ... 3
PNV	1912	Nursing Transition ... 2
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12		

MEDICAL OFFICE TECHNOLOGY (BOMT)

See the course sequence listed under the Business and Office Technology section of the Technical Programs offered at East Central Community College.

SURGICAL TECHNOLOGY (SGTT OR SGTC)

Advisor: Mrs. Janice Jacobs

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team. Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of

Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the Association of Surgical Technologies for the National Certifying Examinations and become a Certified or Registered Technologist.

**Baseline competencies for Surgical Technology

FIRST YEAR (CERTIFICATE)

First Semester			Second Semester		
SUT	1113	Fundamentals of Surgical Technology ... 3	SUT	1518	Basic and Related Surgical Procedures ... 3
SUT	1216	Principles of Surgical Technique 6	SUT	1528	Specialized Surgical Procedures 3
SUT	1314	Surgical Anatomy 4			
SUT	1413	Surgical Microbiology .. 3			
ENG	1113	English Composition I . 3			
		<hr/>			
		19			

SUMMER TERM

(8-weeks)

SUT	1538	Advanced Surgical Procedures 8
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SECOND YEAR (TECHNICAL)

First Semester			Second Semester		
SPT	1113	Oral Communication ... 3			Humanities/Fine Arts Elective 3
BIO	2924	Microbiology 4			Math/Natural Science Elective 3
		***Approved Electives . 6			***Approved Electives 3
BIO	1513	Anatomy & Physiology I 3	BIO	1523	Anatomy & Physiology II 3
					Social/Behavioral Science Elective 3
		<hr/>			
		16			

*Students who lack entry level skills in math, English, science, etc. will be provided related studies.

**Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***APPROVED ELECTIVES: CHE 1213 General Chemistry with CHE 1211 General Chemistry Lab I; BIO 1134 General Biology I; BIO 1144 General Biology II; MAT 131 or higher Algebra; EPY 2513 Child Psychology (Human Growth and Development I); EPY 2523 Adolescent Psychology (Human Growth and Development II); HEC 1213 Nutrition; HPR 1213 Personal and Community Health I; HPR 1223 Personal and Community Health II; SOC 2143 Marriage and Family.

TECHNICAL PROGRAMS

Technical training programs at East Central Community College are designed to prepare the student for employment upon completion of the specified program curriculum. Students who complete a two year program are eligible to receive the Associate of Applied Science Degree. Students who complete the nine-month options will receive certificates.

TECHNICAL CORE CURRICULUM

To complete the requirements for the A.A.S. degree, the students must complete the 18 semester hour Technical Core Curriculum which includes the following:

English Composition	3 sem. hrs.
Humanities/Fine Arts	3 sem. hrs.
Social/Behavioral Sciences	3 sem. hrs.
Mathematics	3 sem. hrs.
Oral Communication	3 sem. hrs.
Computer Science	*3 sem. hrs.
<hr/>	
18 sem. hrs.	

for demonstrated competence

COLLISION REPAIR TECHNOLOGY

Advisor: Mr. Germany

Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware, and trim items, cosmetic and structural repairs.

Students enrolling in Collision Repair Technology will need to select one of the following options upon entering the program. The options are the two year Associate in Applied Science Degree in Collision Repair Technology, or the one or two year Collision Repair Technology Certificates.

AAS DEGREE (CRTT)

FRESHMAN YEAR

First Semester			Second Semester		
ABT	1213	Automotive Body Welding and Cutting ... 3	ABT	1133	Glass and Related Hardware Installation and Sealing ... 3
ABT	1113	Restraint Systems and Interior Trim ... 3	ABT	1123	Bolted Units, Assemblies and Electrical Systems ... 3
ABT	1414	Sheet Metal Repair ... 4	ABT	1423	Body Panel and Upper Structural Repair I ... 3
ABT	1313	Refinishing I ... 3	ABT	1324	Refinishing II ... 3
ENG	1113	English Composition I ... 3	ABT	1324	Elective Math ... 3
		16			13

SOPHOMORE YEAR

First Semester			Second Semester		
ABT	2513	Frame and Underbody Structural Repair I ... 3	ABT	2524	Frame and Underbody Structural Repair II ... 3
ABT	2613	Fiberglass and Plastic Repair ... 3	ABT	2713	Collision Analysis and Estimation ... 3
ABT	2434	Body Panel and Upper Structural Repair II ... 4	Elective		Vocational-Technical ... 3
ABT	2333	Refinishing III ... 3	SPT	1113	Oral Communication ... 3
Elective		Social/Behavioral Science ... 3	Elective		Humanities/Fine Arts ... 3
		16			13

APPROVED ELECTIVES/VOCATIONAL-TECHNICAL:

ABT	2813	Shop Operations and Procedures ... 3
ABT	291(1-3)	Special Problem in Collision Repair Tech. ... 1-3
ABT	292(1-6)	Work-Based Learning in Collision Repair Technology ... 1-6
ATE	1113	Science and Technology ... 3

CERTIFICATE OPTIONS (CRTC)

FIRST YEAR - ONE OR TWO YEAR CERTIFICATES

First Semester			Second Semester		
ABT	1213	Automotive Body Welding and Cutting ... 3	ABT	1133	Glass & Related Hardware, Installation, & Sealing ... 3
ABT	1113	Restraint Systems and Interior Trim ... 3	ABT	1123	Bolted Units, Assemblies, & Electrical Systems ... 3
ABT	1414	Sheet Metal Repair ... 4	ABT	1423	Body Panel and Upper Structural Repair I ... 3
ABT	1313	Refinishing I ... 3	ABT	1324	Refinishing II ... 4
		13			13

SECOND YEAR - TWO YEAR CERTIFICATE

First Semester			Second Semester		
ABT	2513	Frame & Underbody Structural Repair I ... 3	ABT	2524	Frame & Underbody Structural Repair II ... 4
ABT	2613	Fiberglass & Plastic Repair ... 3	ABT	2713	Collision Analysis and Estimation ... 3
ABT	2434	Body Panel & Upper Structural Repair II ... 4	Elective		Vocational-Technical ... 3
ABT	2333	Refinishing III ... 3	Elective		Vocational-Technical ... 3
		13			13

APPROVED ELECTIVES/VOCATIONAL-TECHNICAL

ABT	2813	Shop Operations and Procedures ... 3
ABT	291(1-3)	Special Problem in Collision Repair Tech. ... 1-3
ABT	292(1-6)	Work-Based Learning in Collision Repair Tech. ... 1-6
ATE	1113	Science and Technology ... 3

AUTOMOTIVE TECHNOLOGY (AVIT)

Advisors: Mr. Pearson, Mr. McNair

Postsecondary Automotive Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunction and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems.

Postsecondary automotive technology is an articulated technical program designed to provide advanced and technical skills to its students. Baseline

competencies, taken from secondary automotive mechanics curriculum framework, serve as a foundation for the competencies and suggested objectives taught in the courses of the program. Students who do not possess these competencies will be allowed to acquire them during the program. Students who can document mastery of the baseline competencies will receive advanced instruction on these topics. Automotive Technology may be taught either a certificate program or as a technical program.

Freshman Year

First Semester			Second Semester		
ATT	1513	Basic Fuel Systems 3	ATT	1114	Electrical Systems
ATT	1414	Basic Engine Performance..... 4	ATT	1213	Brakes.....
ATT	1715	Engine Repair 5	ATT	1315	Manual Drive Train English Comp. I
		Math/Science Elective.. 3			
		<hr/>			
		15			

Sophomore Year

Third Semester			Fourth Semester		
ATT	2524	Computer Controlled Emissions Systems 4	ATT	2535	Computerized Engine Controls
ATT	2614	Heating & Air Conditioning 4	ATT	2334	Steering and Suspension Systems.....
ATT	2325	Automatic Transmissions..... 5	ATT	2343	Wheel Alignment Oral Communications Social/Behavioral Science Elective.....
		Humanities/Fine Arts Elective 3			
		<hr/>			
		16			

Automotive Technology Certificate Option (AUTC)

First Semester			Second Semester		
ATT	1513	Basic Fuel Systems..... 3	ATT	1114	Electrical Systems
ATT	1414	Basic Engine Performance 4	ATT	1213	Brakes.....
ATT	1715	Engine Repair 5	ATT	1315	Manual Drive Train Sys.
ATT	2614	Heating and Air Conditioning..... 4	ATT	2334	Steering & Suspension
		<hr/>			
		16			

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

**Baseline competencies are taken from the high school Automotive Mechanics program.

Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

BUSINESS AND OFFICE TECHNOLOGY

This is the era of high technology- the age of information processing. To maintain a competitive edge in this fast paced world, dynamic organizations have a critical need to do more work in less time, thus generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as a more highly qualified personnel.

The overall objective of the Business and Office curriculum is to provide business training in theory and practical applications necessary for employment in high tech government agencies, industries, businesses, and medical and professional areas. The Curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

Degree Option

The Associate of Applied Science degree is awarded for successful completion of any one of the following curricula: Accounting Technology, Medical Office Technology, and Office Systems Technology.

Upon successfully completing the Business and Office Technology curriculum, graduates should be able to apply the theory and practical applications necessary for employment in government agencies, industries, businesses, and medical and professional areas.

ACCOUNTING TECHNOLOGY (BOAT)

Advisors: Mrs. Bullock, Dr. McMillin, Mrs. Breland

Accounting Technology focuses on preparing students as full-charge bookkeepers working with accounts payable, accounts receivable, and payroll. This background could lead to positions as accounts payable clerks, accounts receivable clerks, payroll clerks, or income tax preparers. In addition to accounting skills, the strong business administration background, as well as general office skills, would prepare students for positions as office managers.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1433	Business Accounting ... 3	BOT	2443	Advanced Business Accounting ... 3
BOT	1313	Applied Business Math ... 3	BOT	2813	Business Communication ... 3
BOT	1113	Microcomputer Appl. ... 3	BOT	1123	Word Processing Applications ... 3
BOT	1113	Document Formatting and Production ... 3	ENG	1113	English Composition I ... 3
BOT	1713	Mechanics of Communication ... 3	BOT	1813	Electronic Spreadsheet Building ... 2
BOT	1102	Keyboard Speed Building ... 2	BOT	1413	Records Management ... 3
		17			17

SOPHOMORE YEAR

First Semester			Second Semester		
Elective		Humanities/Fine Arts . 3	BOT	2433	Payroll Accounting ... 3
BOT	2413	Computerized Accounting ... 3	BOT	2713	Advanced Micro-applications ... 3
ECO	2113	Principles of Economics I ... 3	SPT	1113	Oral Communication ... 3
Elective		Math/Natural Science . 3	BOT	1213	Professional Development ... 3
BOT	2423	Income Tax Accounting ... 3	BOT	2133	Desktop Publishing ... 3
BOT	2142	Operating Systems ... 2			
		17			

Keyboarding (BOV 1013) is required of those students who do not type a minimum of 40 gross words per minute with accuracy.

Students who lack entry level skills in math, English, etc., will be provided related studies.

MEDICAL OFFICE TECHNOLOGY (BOMT)

Advisors: Mrs. Breland, Mrs. Bullock, Dr. McMillin

Medical Office Technology is designed to prepare students for positions as medical transcriptionists, medical secretaries, medical file clerks, medical receptionists, or medical office assistants. Strong emphasis is placed on medical terminology and medical machine transcription. In addition to these skills, office communications, business computer applications, records management, accounting, and office procedures are emphasized.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1613	Medical Office Terminology I ... 3	BOT	1623	Medical Office Terminology II ... 3
BOT	1313	Applied Business Math ... 3	BOT	1433	Business Accounting ... 3
BOT	1113	Microcomputer Applications ... 3	BOT	2813	Business Communication ... 3
BOT	1113	Document Formatting and Production ... 3	BOT	1123	Word Processing Applications ... 3
BOT	1713	Mechanics of Communication ... 3	ENG	1113	English Composition I ... 3
BOT	1102	Keyboarding Speed Building ... 2	BOT	1413	Records Management ... 3
		17			18

SOPHOMORE YEAR

First Semester			Second Semester		
BOT	2523	Medical Machine Transcription I ... 3	BOT	2533	Medical Machine Transcription II ... 3
BOT	1113	Oral Communication ... 3	BOT	2713	Advanced Microcomputer Applications ... 3
BOT	2413	Computerized Accounting ... 3	BOT	2753	Medical Information Management ... 3
BOT	2743	Medical Office Concepts ... 3	Elective		Humanities/Fine Arts . 3
Elective		Math/Natural Science ... 3	Elective		Social/Behavioral Science ... 3
BOT	2142	Operating Systems ... 2			
		17			15

Keyboarding (BOV 1013) is required of those students who do not type a minimum of 40 gross words per minute with accuracy.

Students who lack entry level skills in math, English, etc., will be provided related studies.

OFFICE SYSTEMS TECHNOLOGY (OSTT)

Advisors: Mrs. Breland, Mrs. Bullock, Dr. McMillin

Office Systems Technology is designed to prepare students for positions as administrative assistants or executive secretaries. Emphasis is placed on the development of strong skills in several areas: business computer applications, office communications, accounting, transcription, and records management.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1433	Business Accounting ... 3	BOT	1213	Professional Development
BOT	1313	Applied Business Math	BOT	2813	Business Communication
BOT	1133	Microcomputer Applications	BOT	1123	Word Processing Applications
BOT	1113	Document Formatting and Production	ENG	1113	English Composition I
BOT	1713	Mechanics of Communication	BOT	1813	Electronic Spreadsheet
BOT	1102	Keyboard Speed Building	BOT	1413	Records Management
		17			

SOPHOMORE YEAR

First Semester			Second Semester		
BOT	1513	Machine Transcription . 3	Elective	Humanities/Fine Arts	
SPT	1113	Oral Communication ... 3	BOT	2713	Advanced Microcomputer Applications
BOT	2413	Computerized Accounting	BOT	2723	Administrative Office Procedures
BOT	2323	Database Management .. 3	BOT	2133	Desktop Publishing
Elective	Math 3		Social/Behavioral Science Elective	
BOT	2142	Operating Systems 2			
		17			

Keyboarding (BOV 1013) is required of those students who do not type a minimum of 40 gross words per minute with accuracy.

Students who lack entry level skills in math, English, etc., will be provided related studies.

CERTIFICATE OPTION OFFICE ASSISTANT CERTIFICATE (OATC)

Advisors: Mrs. Breland, Mrs. Bullock, Dr. McMillin

The Business and Office Technology certificate option is designed for those students who wish employable skills without earning a degree. To earn a certificate, a student must complete the requirements of the Office Assistant curriculum.

First Semester			Second Semester		
BOT	1433	Business Accounting ... 3	BOT	1213	Professional Development
BOT	1313	Applied Business Math	BOT	2813	Business Communication
BOT	1133	Microcomputer Applications	BOT	1123	Word Processing Applications
BOT	1113	Document Formatting and Production	ENG	1113	English Composition I ... 3
BOT	1713	Mechanics of Communication	BOT	1813	Electronic Spreadsheet . 3
BOT	1102	Keyboard Speed Building	BOT	1413	Records Management .. 3
		17			18

Keyboarding (BOV 1013) is required of those students who do not type 40 gross words per minute with accuracy.

Students who lack entry level skills in math, English, etc., will be provided related studies.

CHILD DEVELOPMENT TECHNOLOGY (CDVT)

Advisor: Ms. George, Ms. Wright

The student enrolled in Child Development Technology is required to successfully complete two academic years of study. An individual will receive an Associate in Applied Science Degree. The student receives adequate instruction and training in curriculum planning and implementation. Experiences in coordination of activities in art, music, language arts, and other avenues of learning prepare the student for job placements in private and public day care centers, Head Start, teachers' aides in public school systems, and other positions.

Upon successfully completing the Child Development Technology program, graduates should be able to gain entry level employment in the child-care industry.

FRESHMAN

First Semester			Second Semester		
CDT	1114	Childcare Profession ... 4	CDT	1224	Child Growth and Development ... 3
CDT	1313	Art for Preschool Children ... 3	CDT	1514	Child Nutrition and Health Care ... 3
CDT	1214	Infant and Toddler Development ... 4	CDT	1333	Language Arts for Preschool Children ... 3
CDT	1323	Music/Movement for Preschool Children ... 3	CDT	2613	*Methods and Materials Written Communications II ... 3
Elective		Written Communications ... 3			
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17					

SOPHOMORE YEAR

First Semester			Second Semester		
CDT	2233	Guiding Social and Emotional Behavior ... 3	CDT	2925	Technical Practicum II ... 3
CDT	2915	Technical Practicum I ... 5	CDT	2713	Social Studies, Math and Science for Preschool Children ... 3
CDT	2413	A Typical Child Development ... 3	CDT	2813	Administration of Preschool Programs ... 3
Elective		Math ... 3	SPT	1113	Oral Communications Elective ... 3
Elective		Fine Arts or Humanities ... 3			Social/Behavioral Science Elective ... 3
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17					

COMPUTER TECHNOLOGY

The objective of the Computer Technology program is to prepare students for successful careers in today's computer-oriented society. The emphasis is directed toward developing competence in computer operations and/or programming so that upon successful completion of a two-year program, graduates may seek entry level positions in business, industry, government, or professional areas as data entry operators, computer operators, computer programmers, or microcomputer specialists.

COMPUTER OPERATIONS OPTION
(COPC)

Advisors: Mrs. Scott, Mrs. Johnson

Upon successfully completing the Computer Operations option, graduates should be prepared for positions as computer operators and/or data entry operators. Instruction will be provided on an on-line business computer system as well as on microcomputers. A certificate will be awarded to those students completing the computer operations option.

FRESHMAN YEAR

First Semester			Second Semester		
1124	Computer Concepts ... 4	CPT	1332	Operating Platforms ... 2	
1324	Survey of Microcomputer Applications ... 4	CPT	1343	Systems Administration and Control ... 3	
1433	Business Accounting ... 3	BOT	2413	Computerized Accounting ... 3	
1113	English Composition ... 3			Programming Language Elective ... 4	
	Programming Language Elective ... 4	CPT		Social/Behavioral Science Elective ... 3	
<hr/>			<hr/>		
18			15		

Keyboarding will be required first semester for students who need to improve their keyboarding speed. Upon successful completion of the computer operations option, student may enter the computer programming option.

RECOMMENDED ELECTIVES:

General Psychology
American National Government
Introduction to Sociology
Programming electives must be approved by advisor.

COMPUTER PROGRAMMING OPTION
(CPRT)

Advisors: Mrs. Scott, Mrs. Johnson

Upon successfully completing the Computer Programming option, students should be prepared for employment as a computer programmer and/or computer operator in a business-oriented environment. Instruction will be provided in several different programming languages, and hands-on experience will be included on microcomputers as well as on an on-line business computer system.

The Associate in Applied Science Degree is awarded for successful completion of the Computer Programming Option.

FRESHMAN YEAR

First Semester			Second Semester		
1124	Computer Concepts ... 4	CPT	1332	Operating Platforms ... 2	
1324	Survey of Microcomputer Applications ... 4	CPT	1343	Systems Administration and Control ... 3	
1433	Business Accounting ... 3	BOT	2413	Computerized Accounting ... 3	
1113	English Composition ... 3			Programming Language Elective ... 4	
	Programming Language Elective ... 4	CPT		Social/Behavioral Science Elective ... 3	
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18			15		

SOPHOMORE

First Semester			Second Semester		
CPT	2153	Network Management . 3	BOT	2813	Business Communications
CPT		Programming Language Elective 4	CPT	2354	Systems Analysis and Design
CPT		Programming Language Elective 4	SPT	1113	Oral Communication
BOT	1713	Mechanics of Communication 3	CPT		Programming Language Electives
MAT		Mathematics Elective . . . 3			Humanities/Fine Arts Elective

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Keyboarding will be required first semester for students who need to improve their keyboarding speed.

RECOMMENDED ELECTIVES:

Social/Behavioral Science Electives
 General Psychology
 American National Government
 Introduction to Sociology
 Humanities/Fine Arts Elective
 Art Appreciation
 Music Appreciation
 History Elective
 Mathematics Elective
 Intermediate Algebra
 College Algebra
 Finite Math

Programming language electives must be approved by advisor.

DRAFTING AND DESIGN TECHNOLOGY (DRAF)

Advisors: Mrs. Mayes, Mr. Harrison

The Drafting and Design program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of classroom work and practical experience is stressed. Completion of a minimum of 64 semester credit hours of course work in a two-year program leads to an associate in applied science degree.

Program is currently undergoing curriculum review. Please see advisors regarding requirements.

FIRST YEAR

First Semester			Second Semester		
DDT	1114	Fundamentals of Drafting 4	DDT	1133	Machine Drafting I 3
		Humanities/Fine Arts . 3	DDT	1323	Intermediate CAD 3
	1113	Principles of CAD 3			**Elective 3
	1113	English Composition I . . 3	SPT	1113	Oral Communication . . . 3
		*Math 3	DDT	1153	Descriptive Geometry . . 3
<hr/>			<hr/>		
16			15		

SECOND YEAR

First Semester			Second Semester		
DDT	2163	Machine Drafting II 3	DDT	2233	Structural Drafting 3
	1413	Elementary Surveying . 3			Technical Elective 3
	1213	Construction Materials . 3			Technical Elective 3
	1613	Architectural Design I . . 3	DDT	2423	Mapping and Topography 3
	2343	Advanced CAD 3			Technical Elective 3
		Social/Behavioral Science 3	<hr/>		
<hr/>			18		
			<hr/>		
			15		

College Algebra is recommended
 Trigonometry is recommended

From the list below students should select 3 technical electives:

DDT	2623	Architectural Design II . 3	DDT	2911-13	Special Project 1-3
DDT	2533	Highway Drafting 3	WBL		Work-Based Learning 3
DDT	2233	Cost Estimating 3	ATE	1113	Science and Technology 3

ELECTRICAL TECHNOLOGY (ELTT)

Advisor: Ms. Everett

The Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and D.C. and A.C. motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Certificate programs in electricity require a minimum of 34 semester credit hours beyond the essential skills level. Students desiring to receive only a certificate may substitute other courses for the six hours of academic credit in

the proposed curriculum. Technical programs require a minimum of 15 semester credit hours above the secondary level which includes a recommended 15 hours of academic core courses. Successful completion of the technical program leads to an Associate in Applied Science degree.

ELECTRICAL TECHNOLOGY (ELTT)

Advisor: Mrs. Everett

****Baseline Competencies for Electrical Technology**

FIRST YEAR

First Semester				Second Semester			
ELT	1102	Fundamentals of Electricity	2	ELT	1123	Commercial and Industrial Wiring	3
EET	1114	DC Circuits	4	ELT	1223	Motor Maintenance & Trouble Shooting	3
ELT	1113	Residential/Light Commercial Wiring	3	ELT	1413	Motor Control Systems	3
ELT	1213	Electrical Power	3	EET	1413	Solid State Dev. & Circuits	3
ELT	1263	Blueprint Reading/Planning in Residential Installation	3	EET	1123	AC Circuits	3
Elective		Math/Science	3				
				18			

SECOND YEAR

First Semester			Second Semester		
ELT	2424	Technical Elective 3	ELT	2614	Programmable Logic Controllers 3
		Solid State	SPT	1113	Oral Communication
		Motor Control 4			Elective 3
Elective		Computer Related 3	Elective		Social/Behavioral Science
Elective		Written			Technical Electives
		Communications 3			
Elective		Humanities/Fine Arts . 3			
			16		

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

**Baseline competencies are taken from the high school Electrician program. Students who can document mastery of these competencies will not be required to take ELT 1102. Students who cannot demonstrate mastery will be required to take ELT 1102.

ADDITIONAL ELECTIVES MAY BE CHOSEN FROM THE FOLLOWING LIST:

ELT	1713	Electronic Drafting	3
ELT	1113	Fundamentals of Microcomputer	3
ELT	1113	Industrial Hydraulics ..	3
ELT	1114	Digital Electronics	4
ELT	1113	Computer Servicing Lab I	3
ELT	1273	Switching Circuits for Residential, Commercial, & Industrial Appl.	3
ELT	1623	Advanced Programmable Controls	3
ELT	1113	Science & Technology ..	3

ELECTRICAL TECHNOLOGY CERTIFICATE PROGRAM

(One-year Option)

First Semester				Second Semester			
1102	Fundamentals of Electricity	2	ELT	1123	Commercial & Industrial Wiring	3	
1114	DC Circuits	4	ELT	1223	Motor Maintenance & Trouble Shooting	3	
1123	AC Circuits	3					
1113	Residential/Light Commercial Wiring	3	ELT	1413	Motor Control Systems ..	3	
			EET	1413	Solid State Devices & Circuits	4	
1213	Electrical Power	3					
1263	Blueprint Reading/Planning In Residential Installation	3	ELT	1273	Switching Circuits for Residential, Commercial, & Industrial Appl.	3	

ELECTRICITY-ELECTRONICS-RELATED ENGINEERING CLUSTER (ECST)

Advisors: Mr. Blackburn, Mr. Mott

The curriculum is designed to prepare students for employment in government, business and industry as electronic diagnosticians and repair personnel on analog and digital equipment such as computer, digital and analog interface, process control, communication and multipurpose business machines. Successful completion of the two-year program leads to an Associate in Applied Science degree. There are two concentrations available; Electronics Technology and Computer Servicing Technology.

ELECTRONICS TECHNOLOGY (ELET)

Advisors: Mr. Blackburn, Mr. Mott

Electronics Technology is an instructional program that prepares individuals to support electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems for generating electricity and distributing electrical power. Included is instructional model and prototype development and testing; systems analysis and integration, including design, development of corrective and preventive maintenance techniques; application of engineering data; and the preparation of reports and test results.

Technical programs in Electronics Technology require a minimum of 15 semester credit hours (SCH) beyond the essential skills level. Fifteen semester credit hours of academic core courses are included in this minimum. Successful completion of the two-year program leads to an Associate in Applied Science degree.

FRESHMAN YEAR

First Semester			Second Semester		
EET	1102	Fund. of Electronics 2	EET	1123	AC Circuits
EET	1114	DC Circuits 4	EET	1314	Solid State Devices and Circuits
EET	1214	Digital Electronics 4	EET	1324	Microprocessors
		*Elective *Computer related 3	ENG	1113	English Composition I
		Math Elective 3			*Technical Elective
		16			

SOPHOMORE YEAR

First Semester			Second Semester		
EET	2334	Linear Integrated Circuits 4	EET	2514	Interfacing Techniques
EET	2414	Electronics Communications 4	SPT	1113	Oral Communication
		Humanities/Fine Arts Elective 3	PSY	1113	Psychology
		*Technical Elective 4			*Technical Elective
		15			

Technical Electives may be chosen from the following list:

EET	1113	Fundamentals of Microcomputers	3
EET	1213	Ind. Hydraulics	3
EET	2614	Programmable Logic Controllers	4
EET	1234	Basic Computer Programming	4
EET	1713	Electronic Drafting	3
EET	2113	Computer Servicing Lab I	3
EET	1113	Science & Technology ..	3

COMPUTER SERVICING TECHNOLOGY (CSTT)

Advisors: Mr. Blackburn, Mr. Mott

Computer Servicing Technology is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

Technical programs in Computer Servicing Technology require a minimum of 17 semester credit hours (SCH). This total includes a minimum of 15 SCH of academic core courses and 51 SCH of technical courses. Successful completion of the two-year program leads to an Associate in Applied Science degree.

FRESHMAN YEAR

First Semester			Second Semester		
EET	1102	Fundamentals of Electronics 2	EET	1123	AC Circuits 3
EET	1114	DC Circuits 4	EET	1314	Solid State Devices & Circuits 4
EET	1214	Digital Electronics 4	EET	1324	Microprocessors 4
		*Computer Related Elective 3	ENG	1113	English Composition I .. 3
		Math Elective 3			*Technical Elective 3
		16			

SOPHOMORE YEAR

First Semester				Second Semester			
EET	2334	Linear Integrated Circuits	4	EET	2514	Interfacing Techniques	4
CST	2113	Computer Servicing Lab I	3	CST	2123	Computer Servicing Lab II	3
Elective		Humanities/Fine Arts ..	3	SPT	1113	Oral Communication ..	3
		*Technical Elective	4			*Technical Elective	4
PSY	1113	Psychology	3			*Technical Elective	3
			17				

*Technical Elective may be chosen from the following list:

CPT	1113	Fund. of Microcomputers	3
ROT	1213	Ind. Hydraulics	3
ELT	2614	Programmable Logic Controllers	4
CPT	1224	Basic Computer Programming	4
EET	1713	Electronic Drafting	3
ATE	1113	Science & Technology ..	3

FIRE PROTECTION TECHNOLOGY (FFTT)

Advisor: Mr. Robbie Pearson

The Fire Protection Technology program is a cooperative program between several community colleges in the State of Mississippi. Students have two options in pursuing this program; one is the terminal technical degree (AAS) and the other is a transfer curriculum to the University of Memphis. Fire Protection classes are offered via the community college interactive video network in the evenings. This program is designed to meet the standards and certification requirements for careers in municipal and county fire departments.

FIRST YEAR

First Semester			Second Semester				
1113	English Composition I ...	3	ENG	1123	English Composition II ...	3	
1113	Intro. to Computer Concepts	3	Elective		Humanities/Fine Arts ..	3	
	or Science or Math	3	FFT	1213	Fire Fighting Principles and Practices	3	
1113	Introduction to Fire Science	3	FFT	1223	Fire Apparatus & Equipment	3	
1123	Introduction to Fire Prevention	3	FFT	****	Fire Protection Concentration Elective ..	3	
		15					15

SECOND YEAR

Third Semester			Fourth Semester			
1113	Oral Communication ...	3	Elective		Behavioral I/ Social Science	3
1113	General Education	3	Elective		General Education	3
1113	Fire Service		FFT	2413	Strategy and Tactics	3
	Hydraulics	3	FFT	2423	Incident Management Systems	3
1123	Building Construction ..	3	FFT	****	Fire Protection Concentration Elective ..	3
1123	Fire Scene Safety	3	FFT	****	Fire Protection Concentration Elective ..	3
1123	Fire Protection					
	Concentration Elective .	3				
			FFT	****	Fire Protection Concentration Elective ..	3

GERONTOLOGY TECHNOLOGY (GERT)

Advisor: Staff

The purpose of the Gerontology degree program is to provide the community with well-trained individuals who have an in-depth understanding of the aging process and its physical, mental, and psychosocial implications as well as the skills to apply this knowledge to a diverse elderly population through the process of referral, advocacy, and problem solving. This program is designed to meet the standards and requirements for careers in gerontology. Students completing this program should be able to find employment in jobs related to gerontology.

FRESHMAN YEAR

First Year			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition
GER	1113	Social Gerontology 3	GER	1223	Human Services
PSY	1513	General Psychology 3			for Elderly
CSC	1113	Introduction to Computer Concepts	GER	1325	Social Work
		or	EPY	2533	with Elderly
ATE	1113	Science and Technology 3			Human Growth &
MAT	1313	College Algebra 3	SPT	1113	Development
					Oral Communication
		15			

SOPHOMORE YEAR

First Semester			Second Semester		
GER	2433	Social Policy and Aging 3	GER	2643	Aging and Mental Health
GER	2534	Activities Program for the Elderly 4	GER	2743	Aging and Physical Health
GER	2131	Seminar I 1	GER	2141	Seminar II
GER	2232	Practicum I 2	GER	2242	Practicum II
BIO	2514	Human Anatomy and Physiology 4	SOC	2113	Intro. to Sociology
HPR	2213	First Aid 3	ART	1113	Art Appreciation
					or
			MUS	1113	Music Appreciation
		17			

HEATING AND AIR CONDITIONING TECHNOLOGY (ACTT)

Advisor: Mr. Miles

Heating and Air Conditioning is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing duct work, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating and refrigeration device equipment, techniques, and systems; and maintenance and operation of these systems.

HEATING AND AIR CONDITIONING TECHNOLOGY

SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Heating and Air Conditioning Technology**

ASSOCIATE DEGREE

First Year			Second Semester		
First Semester			Second Semester		
1113	Basic Compression 4	ACT	1313	Refrigeration System Components 3	
1713	Electricity for Heating, Ventilation, A/C, & Refrig. 3	ACT	1812	Professional Service Procedures 2	
	***Technical Elective ... 3	ACT	1213	Controls 3	
1133	Tools & Piping 3	ACT	1432	Refrigerant Recovery and Lubricants 2	
	Written Communications 3			***Technical Elective ... 3	
		Elective		Math/Science 3	
		16			16

SECOND YEAR

First Semester			Second Semester		
2414	Air Conditioning I 4	ACT	2424	Air Conditioning II 4	
2513	Heating Systems 3	ACT	2324	Commercial Refrigeration 4	
2624	Heat Load & Air 4	ACT	2433	Refrigerant, Retrofit, & Regulations 3	
1113	Oral Communication			Social/Behavioral Science 3	
	Elective 3	Elective		***Technical Elective ... 3	
	Humanities/Fine Arts . 3				17
		17			17

Students who lack entry level skills in math, English, science, etc., will be provided related studies.

Baseline competencies are taken from the high school Heating and Air Conditioning program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***TECHNICAL ELECTIVES:

SPT	1113	Fundamentals of Microcomputer Applications 3
DOT	1114	Fundamentals of Drafting 4
111	1102	Fundamentals of Electronics 2
ACT	291 (1-3)	Special Project in Heating & Air Conditioning 1-3
ACT	292 (1-6)	Supervised Work Experience in Heating & Air Conditioning Tech. 1-6
Work-Based Learning I, II, III, IV, V, VI, WBL 191 (1-6), WBL 192 (1-6), WBL 193 (1-6), WBL 291 (1-6), WBL 292 (1-6), WBL 293 (1-6)		

HEATING AND AIR CONDITIONING TECHNOLOGY

SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Heating and Air Conditioning Technology

VOCATIONAL CERTIFICATE

First Year

First Semester		Second Semester	
ACT 1124	Basic Compression 4	ACT 1313	Refrigeration System Components
ACT 1713	Electricity for Heating, Ventilation, Air Conditioning & Refrigeration 3	ACT 1812	Professional Service Procedures
	Technical Elective*** ... 3	ACT 1432	Refrigerant Recovery & Lubricants
ACT 1133	Tools and Piping 3	ACT 1213	Controls
			Technical Elective***
	13		

Second Year

First Semester		Second Semester	
ACT 2414	Air Conditioning I 4	ACT 2424	Air Conditioning II
ACT 2513	Heating Systems 3	ACT 2324	Commercial Refrigeration
ACT 2624	Heat Load & Air Properties 4	ACT 2433	Refrigerant, Retrofit, & Regulations
	Technical Elective*** ... 3		Technical Elective***
	14		

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

**Baseline competencies are taken from the high school Heating and Air Conditioning program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***TECHNICAL ELECTIVES:

CPT 1113	Fundamentals of Microcomputer Applications
DDT 1114	Fundamentals of Drafting
EET 1102	Fundamentals of Electronics
ACT 291 (1-3)	Special Project in Heating & Air Conditioning Technology
ACT 292 (1-6)	Supervised Work Experience in Heating & Air Conditioning
Workbased Learning I, II, III, IV, V, VI WBL 191 (1-6), WBL 192 (1-6), WBL 193 (1-6)	
WBL 291 (1-6), WBL 292 (1-6), WBL 293 (1-6)	

MACHINE SHOP TECHNOLOGY
(MSTT)

Advisor: Mr. R. Clark

This program is designed to prepare students to enter the machinist trade at the apprentice level. The student will be able to interpret blueprints, make necessary shop mathematical calculations, skillfully operate the lathe, shaper, cutting machine, grinders, drills, and make precision measurements. Also, the student will be competent in machining methods, metallurgy, heat treatments of metals, programming and operation of CNC equipment.

ONE YEAR CERTIFICATE

First Semester		Second Semester	
1313	Advanced Shop	MST 1127	Power Machinery II 7
	Mathematics 3	MST 1613	Precision Layout 3
1413	Blueprint Reading 3	MST 1423	Advanced Blueprint Reading
1117	Power Machinery I 7		Vocational Elective 3
	Vocational Elective 3		
	16		16

TWO YEAR CERTIFICATE

First Semester		Second Semester	
1313	Advanced Shop	MST 1127	Power Machinery II 7
	Mathematics 3	MST 1613	Precision Layout 3
1413	Blueprint Reading 3	MST 1423	Advanced Blueprint Reading
1117	Power Machinery I 7		Vocational Elective 3
	Vocational Elective 3		
	16		16

SECOND YEAR

First Semester		Second Semester	
2135	Power Machinery III ... 5	MST 2144	Power Machinery IV ... 4
2714	Computer Numerical Control Operations I ... 4	MST 2725	Computer Numerical Control Operations II ... 5
	Vocational Elective 3		Technical Elective 2
	Vocational Elective 3		Vocational Elective 3
			Vocational Elective 3
	15		17

DEGREE OPTION

First Semester			Second Semester		
MST	1313	Advanced Shop	MST	1127	Power Machinery II
		Mathematics	MST	1613	Precision Layout
		3	MST	1423	Advanced Blueprint
MST	1413	Blueprint Reading			Reading
MST	1117	Power Machinery I			Math
Elective		Written	Elective		
		Communications			
		3			
		<hr/>			
		16			

SECOND YEAR

First Semester			Second Semester		
		Elective	MST	2144	Power Machinery IV
MST	2135	Power Machinery III ...	MST	2725	Computer Numerical
MST	2714	Computer Numerical ..			Control Operations II
		4			Technical Elective ...
		Control Operations I			Oral Communications
Elective		Humanities/Fine Arts .	Elective		Social/Behavioral
		3	Elective		
		Elective			
		<hr/>			
		15			

VOCATIONAL PROGRAMS

The following East Central Community College Vocational Programs are designed to teach the students a trade. A certificate is issued upon satisfactory completion of one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each vocation and related fields, as well as laboratory experiences are given each student. A vocational learning lab is provided to give additional training to students in each trade area. See Cosmetology daily schedule, which includes seven hours a day, five days a week.

CARPENTRY & CABINET MAKING (CCMA)

Advisor: Mr. Lyons

This program is designed to prepare the student for the entry level of Carpentry and Cabinet Making trades. It provides training in the basic skills and technical knowledge in both rough and finish carpentry and in cabinet making. This training includes proper tools, equipment and material use that are comparable to those that are used in the industry. This course of study will be centered around the performance of useful and/or productive jobs. A student who completes the first year will receive a certificate in Basic

Carpentry. A student who completes the second year will receive a certificate in Advanced Carpentry.

BASIC CARPENTRY (CCMA)

First Semester			Second Semester		
CAV	1115	Plans, Spec. and Foundations	CAV	1128	Cabinet Construction ..
		5	CAV	1225	Hardware, Trim & Laminates
CAV	1215	Floor, Wall, Ceiling Roof Framing & Roofing			5
		5	CAV	1324	Cabinet Finishing
CAV	1317	Insulation, Ext. & Int. Finishing & Coordinating			4
		7			<hr/>
		<hr/>			17

ADVANCED CARPENTRY (CACA)

First Semester			Second Semester		
CAV	2134	Blueprint Reading, Specs, Codes, & Foundation ..	CAV	2148	Cabinet Construction Techniques
		4			8
CAV	2235	Techniques in Framing and Roofing	CAV	2245	Laminate Application, Trim, & Hardware
		5			5
CAV	2338	Exterior & Interior Finishing, Insulating & Coordinating	CAV	2344	Cabinet Finishing
		8			4
		<hr/>			<hr/>
		17			17

1040 Clock Hours ... 68 Semester Hours
 10 Clock Hours = One Semester Hour

COSMETOLOGY (COSM)

Advisor: Mrs. Griffin

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State. A student enrolling must be at least 17 years of age or must have completed high school, or obtained the GED.

During the training period, students must maintain an average grade of 85 in theory and skill to be eligible for State Board Examination in order to attain

a license. Fifteen hundred clock hours of training are required to complete the course. These 1500 hours are completed in the 12-month course.

First Semester				Second Semester			
COV	1117	Fundamentals of Cosmetology	7	COV	1225	Cosmetology Theory II	
COV	1213	Cosmetology Theory I ..	3	COV	1512	Manicure and Pedicure	
COV	1311	Scalp and Hair Treatment	1	COV	1333	Permanent Wa ves	
COV	1321	Hair Shaping	1	COV	1343	Hair Coloring and Lightening	
COV	1322	Hair Styling	2	COV	1352	Chemical Hair Relaxing	
COV	1412	Artistry of Artificial Hair	2				
			<hr/> 16				

Third Semester			12
COV	1236	Cosmetology Theory III	6
COV	1612	Facials and Makeup	2
COV	1362	Thermal Techniques ...	2
COV	1712	Salon Management	2

1500 Clock Hours 43 Semester hours
35 Clock Hours = One Semester Hour

COSMETOLOGY TEACHER TRAINING (CTTC)

Advisor: Mrs. Griffin

Approved by MISSISSIPPI STATE BOARD OF COSMETOLOGY For Licensed Cosmetologist with minimum of two years experience.

Major Units of Instruction			Semester	Clock
			Hours	Hours
COV	2413	Teacher Trainee Observation	03	80
COV	2415	The Professional Teacher	05	164
COV	2433	Student Motivation and Learning	03	99
COV	2449	Methods Management and Materials	09	332
COV	2453	Testing and Evaluation	03	65
COV	2461	Cosmetology Law, Rules, and Regulations	01	10
Total			24	750

Requirements for entering program:

- Must be 21 years of age to take State Board Exam
- Read, write, and speak English
- Graduate of an accredited cosmetology school
- Successfully completed 12 semester hours of approved academic course work.
- Hold a current, valid Mississippi Cosmetology License
- Two years active practical experience as a licensed cosmetologist

WELDING AND CUTTING (WELD)

Advisor: Mr. Bayne

The Welding and Cutting curriculum is designed to prepare the student for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GTAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Gas Arc Gouging and Cutting, Welding Inspection and Testing Principles, Drawing and Welding Symbol Interpretation, Oxyfuel Gas Cutting Principles and Practices, Special Problem in Welding and Cutting Gas Metal Arc Aluminum Welding, Work-Based Learning in Welding and Cutting, and Gas Tungsten Arc Welding (GTAW).

First Semester				Second Semester			
WLW	1117	Shielded Metal Arc Welding	7	WLW	1135	Gas Tungsten Arc Welding	5
WLW	1124	Gas Metal Arc Welding	4	WLW	1143	Flux Cored Arc Welding	3
WLW	1242	Oxyfuel Gas Cutting ...	2	WLW	1171	Welding Inspection and Testing Principles	1
WLW	1232	Drawing & Welding Symbol Interpretation	2	WLW	1162	Gas Metal Aluminum Welding	2
WLW	192(1-6)	Work-based Learning in Welding & Cutting	1-6	WLW	1914	Special Problem in Welding and Cutting (Lab Project)	4
				*WLW	192(1-6)	Work-based Learning in Welding and Cutting	

This is an optional course that allows the student to gain from one to six semester hours credit.



CHAPTER 6

DESCRIPTION OF COURSES

UNIVERSITY PARALLEL

East Central Community College adheres to the common course number system adopted by the Mississippi Association of Community Colleges. The numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit earned by the course. The second and third digits are used to separate courses within departments. Course descriptions used in this catalog are those adopted in the Uniform Numbering System and are intended to be equivalent to those courses at the same level at four-year institutions.

ACCOUNTING

ACC 1213 — PRINCIPLES OF ACCOUNTING — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures and one hour laboratory. Three semester hours credit.

ACC 1223 — PRINCIPLES OF ACCOUNTING — A continuation of Accounting 1213. Three lectures and one hour laboratory. Three semester hours credit.

AGRICULTURE

AGR 2314 — BASIC SOILS — A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. Four hours lecture. Four semester hours credit.

AGR 2343 — Forest Measurements — This course is designed to introduce the student to the techniques, instruments and practices of measuring forest inventories and cut-wood products for sales, timber management planning and forest studies. Three hours lecture. Three semester hours credit.

ART

- ART 1113 — ART APPRECIATION — A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphic arts, minor art, and industrial arts) on a conceptual basis. Three lectures and two hours laboratory. Four semester hours credit.
- ART 1313 — DRAWING I — Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1323 — DRAWING II — (Prerequisite: ART 1313) Introduction to technical drawing and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1413 — DESIGN I — Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1423 — DESIGN II — (Prerequisite: ART 1413 or special permission of the instructor). Continuation of basic principles of design, color, and lettering. Creative approach to three dimensional design. Study of methods of watercolor, tempera and fluid media. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1913 — ART FOR ELEMENTARY TEACHERS — Designed for the needs of the elementary education student. Includes essentials of public school art, study of development of the children's art, experiences with major forms of two-dimensional art problems, and experiences with a variety of media. Lectures and laboratory work. Three semester hours credit.
- ART 2433 — ADVERTISING DESIGN I — A study of advertising design and an introduction to the printing production of an art work, layout steps beginning with thumbnails to paste ups. Six hours laboratory. Three semester hours credit.
- ART 2513 — PAINTING I — (Prerequisite: ART 1313, 1323, 1413 & 1423) Techniques used in painting water colors, oils, pastels, or other media, in still life and landscape pictures. Six hours laboratory. Three semester hours credit.
- ART 2613 — CERAMICS I — A studio course designed to cover the making of pottery from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures. An appreciation of the ceramics of the past and present will be included. Six hours laboratory. Three semester hours credit.

BIOLOGY

- BIO 1134 — GENERAL BIOLOGY — A laboratory course in general biological principles including a survey of the kinds of plants and animals, their structure, and function, and relationships with each other and the environment. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 1144 — GENERAL BIOLOGY — A continuation of BIO 1134. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 1314 — BOTANY I — A lecture/laboratory course dealing with the application of biological principles to the study of plants including classification, anatomy and physiology, and function. Three hours lecture, two hours lab. Four semester hours credit.
- BIO 1324 — BOTANY II — A lecture/laboratory course of principles listed but not covered in BIO 1314. Four semester hours credit.
- BIO 1313 — DENDROLOGY — A lecture/laboratory course concerning taxonomy, morphology, and identification of woody plants. Three hours lecture. Three semester hours credit.
- BIO 2414 — ZOOLOGY — A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2424 — ZOOLOGY — A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2514 — HUMAN ANATOMY AND PHYSIOLOGY — Study is made of anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. Prerequisite: General Biology (BIO 1134 or 1144), or General Chemistry (CHE 1214), or ACT science score of 21, or Sophomore standing, or admission to a health related program at ECCC. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2524 — HUMAN ANATOMY AND PHYSIOLOGY — A continuation of Anatomy and Physiology 2514 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: Human Anatomy 2514. Three lectures and two hours laboratory. Four semester hours credit.
- BIO 2924 — MICROBIOLOGY — A survey of the microbes (microscopic organisms) of both plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy, and life cycles. Three hours lecture and two hours laboratory. Four semester hours credit.

BUSINESS ADMINISTRATION

BAD 2323 — BUSINESS STATISTICS — Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three semester hours credit.

BAD 2413 — THE LEGAL ENVIRONMENT OF BUSINESS — Designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Three semester hours credit.

CHEMISTRY

CHE 1114 — GENERAL CHEMISTRY SURVEY (BASIC) — A study of the physical properties of chemicals, their fundamental properties, laws and theories. This course will not substitute for CHE 1214 and CHE 1224, General Chemistry.

CHE 1214 — GENERAL CHEMISTRY I — Atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept, types of solutions, energy-enthalpy. Corequisite or prerequisite: college algebra. Four semester hours credit.

CHE 1224 — GENERAL CHEMISTRY II — Gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination compounds. Prerequisites: satisfactory completion of General Chemistry I. Four semester hours credit.

CHE 2424 — ORGANIC CHEMISTRY I — A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: General Chemistry II.

CHE 2434 — ORGANIC CHEMISTRY II — A continuation of Chemistry 2424. A study of Aromatic and complex compounds. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: Organic Chemistry I.

COMPUTER SCIENCE

CSC 1113 — INTRODUCTION TO COMPUTER CONCEPTS — A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three lectures. Three semester hours credit.

CSC 1133 — MICROCOMPUTER APPLICATIONS — Designed to teach the use of major applications packages as used on microcomputers in business, education, and other environments. The packages will include Windows and Microsoft Office for Windows 95. Three hours lecture with open lab. Three semester hours credit.

CSC 1313 — BASIC COMPUTER PROGRAMMING — The writing of programs using the BASIC computer language. It is not open to Data Processing or Computer Science majors. Three lectures. Three semester hours credit.

CSC 1313 — FORTRAN PROGRAMMING — Introduction to digital computers and computer programming using the FORTRAN language. Three lectures. Three semester hours credit.

CSC 1613 — COMPUTER PROGRAMMING I — Introduction to problem-solving methods and algorithm development; designing, debugging, & documentation in a high-level programming language with a variety of applications. Three hours lecture. Three semester hours credit.

CSC 1623 — COMPUTER PROGRAMMING II — Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging & testing of larger programs. Three hours lecture. Three semester hours credit. Prerequisite: Computer Programming I.

ECONOMICS

ECON 2113 — PRINCIPLES OF ECONOMICS (MACROECONOMICS) — An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three semester hours credit.

ECON 2123 — PRINCIPLES OF ECONOMICS (MICROECONOMICS) — A continuation of Economics 2113 with emphasis on price and production theory. Three lectures. Three semester hours credit.

EDUCATION

EDU 1111 — LIBRARY SCIENCE — This course provides information concerning the development of books and libraries and instruction in and practice with the skills necessary for selecting, locating, and using library materials in a variety of formats. One hour lecture. One semester hour credit.

EDU 1321 — CAREER EXPLORATION — A course designed to assist students in determining career goals. Interest tests and aptitude tests are given to help students determine career choices.

EDU 1411 — IMPROVEMENT OF STUDY — This course is designed to aid the student in three basic areas: adjustment to college life, development of good study skills, and the formation of good test-taking skills.

EDU 1811, 1821, 2811, and 2821 — Leadership I, II, III, IV — This course is limited to members of the Warrior Corps. Its purpose is to teach leadership skills and give the student a better understanding of the overall operation of the College. Among the leadership skills to be taught are listening skills, time management, salesmanship, and information giving techniques.

EDU 1833 — LEADERSHIP AND ORGANIZATION SKILLS — A study of leadership styles, skills, roles, and functions of leaders of organizations. The course integrates writings from the humanities. These historical and philosophical works, which include multi-cultural readings, not only constitute the collective wisdom of mankind, but also provide rich insight into leading. The course will be taught as eleven skill units. Three hours lecture. Three semester hours credit.

ENGINEERING

EGR 2413 — ENGINEERING MECHANICS (STATICS) — (Prerequisite: Calculus II, Physics II.) Equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Distributed forces, structures, friction, and moments of inertia in three dimensions. Three hours lecture. Three semester hours credit.

EDUCATIONAL PSYCHOLOGY

EPY 2513 — CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I) — A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three semester hours credit.

EPY 2533 — HUMAN GROWTH AND DEVELOPMENT — A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities and interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people. Three lectures. Three semester hours credit.

ENGLISH

ENG 1103 — DEVELOPMENTAL ENGLISH I (READING) — This course covers basic reading and oral communication skills with special emphasis on comprehension and vocabulary building in reading and standard English pronunciation in speaking. Three hours per week. Three semester hours credit.

ENG 1113 — ENGLISH COMPOSITION I — Stresses effective writing through the study of the elements of composition with emphasis on the essay. Three lectures. Three semester hours credit.

ENG 1123 — ENGLISH COMPOSITION II — A continuation of English 1113 with emphasis on essays, critical writing, and research. A research paper is required. Prerequisite: ENG 1113. Three lectures. Three semester hours credit.

ENG 1203 — DEVELOPMENTAL ENGLISH II (COMPOSITION) — This course covers the basics of English writing with emphasis on identifying and correcting the problems of individual students. The course involves sentence and paragraph writing. Three hours per week. Three semester hours credit.

ENG 1213 and 1223 — HONORS ENGLISH COMPOSITION — Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization and precise writing. Special attention given to critical reading, to written analysis, to using the library, and to documented research writing. Enrollment by invitation. Three semester hours credit each.

ENG 2133 — CREATIVE WRITING — Consent of the instructor is required. Writing the poem, the short story, and the play. Prerequisite: English Composition I. Three lectures. Three semester hours credit.

ENG 2223 — AMERICAN LITERATURE I — Representative prose and poetry of the United States from colonial beginnings through Emily Dickinson. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2233 — AMERICAN LITERATURE II — Representative prose and poetry of the United States from Samuel Clemens to the present. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2323 — ENGLISH LITERATURE I — A survey of English literature from *Beowulf* through the Renaissance. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2333 — ENGLISH LITERATURE II — A survey of English literature from the Restoration to modern times. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2353 — HONORS ENGLISH LITERATURE I — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from its beginnings until 1798. An individualized course with attempts to program the study of literature to the student's major interests and skills. Enrollment by invitation. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2363 — HONORS ENGLISH LITERATURE II — (Prerequisite: all semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 1700 to the present. An individualized course which attempts to program the study of literature to the student's major interest and skills. Enrollment by invitation. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2423 — WORLD LITERATURE I — Selected writings of the Greeks, Greece, Rome and Medieval Europe. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2433 — WORLD LITERATURE II — A continuation of ENG 2423. Selected European writings from the Renaissance to the present. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

GEOGRAPHY

GEO 1113 — WORLD GEOGRAPHY — A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture. Three semester hours credit.

HEALTH PHYSICAL EDUCATION AND RECREATION

HPR 1131 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.

HPR 1141 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school and health agencies. Three lectures. Three semester hours credit.

HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three semester hours credit.

HPR 1531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.

HPR 1541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.

HPR 1551 — FITNESS AND CONDITIONAL TRAINING — This is a laboratory course in physical conditioning. The course includes weight training, gymnastics, stretching exercises and general toning. Two hours laboratory. One semester hour credit. (Gymnastics limited to cheerleaders.)

HPR 1561 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in physical conditioning. The course includes weight training, gymnastics, stretching exercises and general toning. Two hours laboratory. One semester hour credit. (Gymnastics limited to cheerleaders.)

HPR 2131 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.

HPR 2141 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, or cheerleading. One semester hour credit.

HPR 2213 — FIRST AID — Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Three lectures. Three semester hours credit.

HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three semester hours credit. Three lectures. Three semester hours credit.

HPR 2423 — FOOTBALL THEORY — A theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Three lectures. Three semester hours credit.

HPR 2433 — BASKETBALL THEORY — A theoretical study of basketball from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. Three lectures. Three semester hours credit.

HPR 2443 — ATHLETIC TRAINING & TREATMENT OF INJURIES — A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and prevention of injuries; conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports. Three lectures. Three semester hours credit.

HPR 2453 — BASEBALL THEORY — A theoretical study of baseball from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. Three lectures. Three semester hours credit.

HPR 2531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in tennis. Two hours per week. One semester hour credit.

HPR 2541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practical golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.

HPR 2551 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in physical conditioning. The course includes weight training, aerobics, stretching exercises and general toning. Two hours laboratory. One semester hour credit. (Gymnastics limited to cheerleaders.)

HPR 2561 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in physical conditioning. The course includes weight training, aerobics, stretching exercises and general toning. Two hours laboratory. One semester hour credit. (Gymnastics limited to cheerleaders.)

HISTORY

HIS 1163 — WORLD CIVILIZATION I — A survey of man's struggle for civilization from early times to the times of the Commercial Revolution and the New Society. Covers all major areas of the world with all receiving appropriate attention. Three lectures. Three semester hours credit.

HIS 1173 — WORLD CIVILIZATION II — A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. Three lectures. Three semester hours credit.

HIS 2213 — AMERICAN (U.S.) HISTORY I — A survey of U.S. history from the period of discovery and exploration through Reconstruction. Three lectures. Three semester hours credit.

HIS 2223 — AMERICAN (U.S.) HISTORY II — A survey of U.S. history from Reconstruction to the present. Three lectures. Three semester hours credit.

HIS 2243 — HONORS AMERICAN (U.S.) HISTORY I — Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required.

HIS 2253 — HONORS AMERICAN (U.S.) HISTORY II — Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required.

HOME ECONOMICS

HEC 1111 — SOCIAL USAGE — The essentials of good manners and accepted standards of social usage. One lecture. One semester academic hour credit.

HEC 1253 — NUTRITION — This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three semester hours credit.

HUMANITIES

HUM 1113 — HUMANITIES — Deals with the achievements of Western man as reflected in the art, architecture, and customs of selected European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the completion of the tour and the project, a student shall earn three semester hours of credit in the humanities.

HUM 1911 — PHI THETA KAPPA HONORS COURSE — Selected topics from the Honors Study Topic Program Guide published each year through Phi Theta Kappa International Honor Society. This course includes research, lecture, and discussion. A short paper is required. One semester hour credit.

HUM 1921 — PHI THETA KAPPA HONORS COURSE — A continuation of HUM 1911. One semester hour credit.

HUM 2911 — HONORS COLLOQUIUM SCHOLARS BOWL I — Students selected to participate in the Scholars Bowl competition may enroll in this class. One semester hour credit.

HUM 2921 — HONORS COLLOQUIUM SCHOLARS BOWL II — Students selected to participate in the Scholars Bowl competition may enroll in this class. One semester hour credit.

JOURNALISM

JOU 1111 — COLLEGE PUBLICATIONS I — A laboratory course in college newspaper and yearbook production.

JOU 1121 — COLLEGE PUBLICATIONS II — A continuation of JOU 1111.

JOU 2111 — COLLEGE PUBLICATIONS III — A continuation of JOU 1121.

JOU 2121 — COLLEGE PUBLICATIONS IV A continuation of JOU 2111.

MATHEMATICS

MAT 1103 — NURSING MATH — This course is designed to reinforce nursing skills for computation of drug dosage problems. This course will include the topics of fractions, decimals, percentages, metric conversions, and word problems. Three hours lecture. Three semester hours credit.

MAT 1203 — DEVELOPMENTAL ALGEBRA — Elementary Algebra. Three hours lecture. Three semester hours credit.

MAT 1233 — INTERMEDIATE ALGEBRA — (Prerequisite: One year high school algebra or MAT 1203) This course is designed for students whose qualifications are deficient for College Algebra. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, simultaneous equations, and basic geometric concepts. Three lectures. Three semester hours credit.

- MAT 1313 — COLLEGE ALGEBRA** — A review of algebraic operations on systems of linear equations, and a study of logarithms, determinants, permutations, binomial theorem, partial fractions, and theory of equations. Three lectures. Three semester hours credit.
- MAT 1323 — TRIGONOMETRY** — The study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three semester hours credit.
- MAT 1333 — FINITE MATHEMATICS** — Review of systems of linear equations and inequalities in two and three variables, linear programming, and methodology of calculus with orientation toward business decision making. Three lectures. Three semester hours credit.
- MAT 1343 — ELEMENTARY FUNCTIONS** — Selected topics from College Algebra and College Trigonometry. Three lectures. Three semester hours credit. Prerequisite: Two credits in algebra and 1 credit in advanced mathematics with minimum grade of B. By invitation only.
- MAT 1613 — CALCULUS I** — Coordinate systems, basic theorems of analysis, functions, limits, the derivative, the integral, differentiation and integration of algebraic functions, and applications. Three lectures. Three semester hours credit. (1823)
- MAT 1623 — CALCULUS II** — Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. Three lectures. Three semester hours credit. Prerequisite: MAT 1613.
- MAT 1723 — THE REAL NUMBER SYSTEM** — Structure and properties of number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three semester hours credit. Prerequisite: College Algebra or equivalent standing.
- MAT 1733 — INFORMAL GEOMETRY AND ALGEBRA** — Basic ideas and structure of algebra; intuitive foundations of geometry. Three lectures. Three semester hours credit. Prerequisite: College Algebra.
- MAT 2323 — BUSINESS STATISTICS** — Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three semester hours credit.
- MAT 2613 — CALCULUS III** — Solid analytics vector, improper integrals, line integration. Three lectures. Three semester hours credit. Prerequisite: MAT 1623
- MAT 2623 — CALCULUS IV** — Infinite series, partial differentiation, multiple integrals. Three lectures. Three semester hours credit. Prerequisite: MAT 2613.

- MAT 2613 — DIFFERENTIAL EQUATIONS** — Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics and chemistry. Three lectures. Three semester hours credit. Prerequisite: MAT 1623.

MODERN FOREIGN LANGUAGE

- MLL 1113 — ELEMENTARY SPANISH I** — Designed to develop language skills of speaking, reading and writing. Phonetic symbols are used to aid correct pronunciation. Three lectures. Three semester hours credit.
- MLL 1223 — ELEMENTARY SPANISH II** — A continuation of Spanish 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three semester hours credit.
- MLL 2213 — INTERMEDIATE SPANISH I** — A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student use. Conversation tapes are used. Three lectures. Three semester hours credit.
- MLL 2223 — INTERMEDIATE SPANISH II** — A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students use of the language. Three lectures. Three semester hours credit.
- MLL 2243 — Spanish Conversation I** — Special emphasis is placed upon pronunciation and conversation. Some grammar is reviewed. (May be scheduled as Firefighter Emergency Spanish or Emergency Medical Spanish). Three lectures. Three semester hours credit.

MUSIC FOUNDATIONS

(Education, History, Literature and Theory)

- MUS 1113 — MUSIC APPRECIATION** — A listening and lecture course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three semester hours credit.
- MUS 1123 — MUSIC SURVEY (Majors)** — A listening course, designed to acquaint the music major with basic stylistic traits of the major eras of music history from the Middle Ages to the present. Three lectures. Three semester hours credit.
- MUS 1133 — FUNDAMENTALS OF MUSIC** — Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lectures. Three semester hours credit.

MUS 1214 — MUSIC THEORY I — Basic training in harmonic, melodic, and rhythmic elements of music. Four-part writing, ear-training, dictation, keyboard-harmony, and sight singing. Three lectures and two hours laboratory. Four semester hours credit.

MUS 1224 — MUSIC THEORY II — A continuation of MUS 1214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 1911, 1921, 2911, 2921 — RECITAL — Required performance of solo and ensemble literature by students majoring in music. Attendance at a minimum of five departmentally approved musical performances per semester is also required. One semester hour credit.

MUS 2214 — MUSIC THEORY III — A continuation of MUS 1224. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2224 — MUSIC THEORY IV — A continuation of MUS 2214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2513 — MUSIC FOR CHILDREN I — Music course designed for elementary education majors. A study of the fundamentals of music, singing activities, accompanying skills and the application of teaching music to children. Three lectures. Three semester hours credit.

MUSIC APPLIED

(Brass, Guitar, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before scheduling.

MUA 1141, 1151, 2141, 2151 — BRASS FOR NON-MAJORS (Elective Brass I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1172, 1182, 2172, 2182 — BRASS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1242, 1252, 2142, 2152 — GUITAR FOR MAJORS I, II, III, & IV — One hour lessons. Two semester hours credit.

MUA 1331, 1341, 2331, 2341 — ORGAN FOR NON MAJORS (Elective Organ I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1362, 1372, 2362, 2372 — ORGAN FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1441, 1451, 2441, 2451 — PERCUSSION FOR NON-MAJORS (Elective Percussion) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1511, 1521, 2511, 2521 — CLASS PIANO I, II, III, & IV — One hour lesson. One semester hour credit.

MUA 1541, 1551, 2541, 2551 — PIANO FOR NON-MAJORS (Elective piano - prerequisite: Previous piano study) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1572, 1582, 2572, 2582 — PIANO FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1711, 1721, 2711, 2721 — CLASS VOICE I, II, III, & IV — One-hour lesson. One semester hour credit.

MUA 1741, 1751, 2741, 2751 — VOICE FOR NON-MAJORS I, II, III, & IV — One half hour lesson. One semester hour credit.

MUA 1772, 1782, 2772, 2782 — VOICE FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1841, 1851, 2841, 2851 — WOODWINDS FOR NON-MAJORS (Elective woodwinds) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1872, 1882, 2872, 2882 — WOODWINDS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1472, 1482, 2472, 2482 — PERCUSSION FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUSIC ORGANIZATIONS

(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

MBO 1111, 1121, 2111, 2121 — BAND I, II, III, & IV — One semester hour credit.

MBO 1141, 1151, 2141, 2151 — COLLEGIANS I, II, III, & IV — One semester hour credit.

MBO 1171, 1181, 2171, 2181 — JAZZ BAND I, II, III, & IV — One semester hour credit.

MBO 1211, 1221, 2211, 2221 — CHOIR I, II, III, & IV — One semester hour credit.

MBO 1241, 1251, 2241, 2251 — ACCENTS I, II, III, & IV — One semester hour credit.

PHILOSOPHY AND BIBLE

PHI 1113 — OLD TESTAMENT SURVEY — This is a study of the Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy and poetry. Three hours lecture. Three semester hours credit.

PHI 1133 — NEW TESTAMENT SURVEY — This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in Gospels, Acts, and the other New Testament books. Three hours lecture. Three semester hours credit.

PHI 1153 — THE LIFE OF CHRIST — The aim of this course is to give the student a general knowledge of the most important events in the life of Christ in a chronological order as found in the Gospels. The Gospels will be studied as a unit endeavoring to get a composite picture of the life and earthly ministry of Jesus. Three hours lecture. Three semester hours credit.

PHYSICS

PHY 2244 — PHYSICAL SCIENCE SURVEY I — A survey of physics and astronomy. Three lectures and two hours laboratory. Four semester hours credit.

PHY 2254 — PHYSICAL SCIENCE SURVEY II — A survey of chemistry, geology, and meteorology. Three lectures and two hours laboratory. Four semester hours credit.

PHY 2414 — GENERAL PHYSICS — The fundamental concepts and laws of mechanics, heat and sound. Three lectures and three hours laboratory. Four semester hours credit. Corequisite: MAT 1323.

PHY 2424 — GENERAL PHYSICS — The fundamental concepts and laws of electricity, magnetism, light and modern physics. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2414.

PHY 2514 — GENERAL PHYSICS 1-A — Taught with the aid of calculus. A study of mechanics, heat, and sound. Primarily for engineering, science, and mathematics students. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1623, corequisite MAT 2613.

PHY 2524 — GENERAL PHYSICS 11-A — Taught with the aid of calculus. A study of magnetism, electricity, and light. Primarily for engineering. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2514.

POLITICAL SCIENCE

PSC 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects of and basis for American Government. Three lectures. Three semester hours credit.

PSYCHOLOGY

PSY 1113 — GENERAL PSYCHOLOGY — An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development, principles of learning, sensation and perception, thinking, statistics, personality, and intelligence. Three lectures. Three semester hours credit.

SCIENCE AND TECHNOLOGY

STE 1113 — SCIENCE AND TECHNOLOGY — A survey of modern technology applications with specific emphasis on problem solving and career opportunities. One hour lecture. Four hours lab. Three semester hours credit.

SECRETARIAL SCIENCE

SEC 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit.

SEC 1123 — INTERMEDIATE TYPEWRITING — (Prerequisite: Elementary typewriting or equivalent). Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three semester hours credit.

SEC 1213 — ELEMENTARY SHORTHAND — Introduction to the theory and practice of Gregg shorthand with emphasis on the development of speed and accuracy in reading and writing. Three semester hours credit.

SEC 1223 — INTERMEDIATE SHORTHAND — (Prerequisite: Elementary shorthand or equivalent and typewriting). Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Three semester hours credit.

SEC 2113 — ADVANCED TYPEWRITING — A continuation of SEC 1113.

SEC 2533 — WORD PROCESSING I — (Prerequisite: Typewriting/Keyboarding and an Introductory Computer Course) instruction in the use of the microcomputer/word processor. Three semester hours credit.

SEC 2543 — WORD PROCESSING II — This course is designed to equip students with enough basic knowledge and understanding to produce finished documents on any word processing system. Keyboarding skills are acquired through actual applications. Prerequisites: Typewriting, SEC 1113 or SEC 1123, Word Processing I, SEC 2533. Three hours lectures plus additional lab work.

SOCIOLOGY

SOC 2113 — INTRODUCTION TO SOCIOLOGY — Deals with human relationships. Students will receive a synopsis of the whole field of sociology, including the social world, the social and cultural process within this world, and the integration of the processes in relation to the individual, the group, and the institution. Three lectures. Three semester hours credit.

SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social and economic adjustments to society. Three lectures. Three semester hours credit.

SPEECH AND THEATRE

SPT 1113 — ORAL COMMUNICATION (PRINCIPLES OF SPEECH) — Correct and effective English: correct pronunciation and enunciation, breath control, study and practice in making speeches for all occasions, and emphasis on organization of material and practice in speaking before a group. Three lectures. Three semester hours credit.

SPT 1213 — FUNDAMENTALS OF THEATRE — A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama and investigation of essential elements of play production. Three lectures. Three semester hours credit.

SPT 1233 — ACTING — An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Three semester hours credit.

SPT 1241 — Drama Production I — Participation in college drama productions.

SPT 1251 — Drama Production II — Participation in college drama.

SPT 2241 — Drama Production III — Participation in college drama.

SPT 2251 — Drama Production IV — Participation in college drama.

HEALTH RELATED

ASSOCIATE DEGREE NURSING PROGRAM

NUR 1118 — FUNDAMENTALS OF NURSING I — Foundation for all subsequent nursing courses. Introduction to nursing, the nursing process, patient assessment, and normal basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Areas of study include pharmacology, asepsis, assessment and problem-solving, nursing care plans, nursing diagnosis, and therapeutic communication. The student will acquire proficiency in basic nursing skills to care for patients in nursing homes and hospitals. Clinical facilities include college laboratory, hospitals, and nursing homes. Prerequisites: BIO 2514, BIO 2524, ENG 1113. Six hours lecture, six hours laboratory. Eight semester hours credit.

NUR 1128 — NURSING SCIENCE II — In this course of nursing, the study of the nursing process will be used to assess, plan and implement nursing care to assist the patients in meeting their basic needs at all ages. Areas of study include patients in medical/surgical units following surgery as well as gastrointestinal problems, cardiac, respiratory, patients experiencing electrolyte and fluid imbalance, normal progression of labor-delivery, and care of the normal newborn. At this level the student will begin to accept increased responsibility for self learning. Hospitals, college laboratory and community agencies are used for clinical experience. Prerequisite: NUR 1118. Five hours lecture, nine hours laboratory. Eight semester hours credit.

NUR 1133 — CONCEPTS OF PSYCHIATRIC/MENTAL HEALTH NURSING — This course offers fundamental concepts for the provision of care for patients with unmet psychosocial needs. The psychopathology underlying altered behavioral responses to unmet needs will be explored as a basis for understanding the rationale for nursing approaches. Focus of study includes patients in postpartum depression, crisis and neuroses. Prerequisites: NUR 1118, ENG 1113, ENG 1123, BIO 2514, BIO 2524, EPY 2533. Three hours clinical, two hours lecture. Three semester hours credit.

NUR 1213 — PHARMACOLOGY — (NURSING ELECTIVE) — A nurse's perspective of pharmacology that contains drug action, interaction, the principles of drug administration, medications, and calculations. Also included are: systems of measurements with conversion, methods for calculations of all classes of drugs, and the systems by which they achieve results. Three lectures. Three semester hours credit.

NUR 2121 — NURSING SEMINAR — This seminar is designed to provide active participation in MSNA, the professional student nursing organization. The seminars will consist of monthly nurses meetings. Certain goals and objectives set by the SNA will be carried out by the group. There will be group discussions on what is happening in nursing today, etc. One semester hour credit for four semesters of participation.

NUR 2149 — NURSING SCIENCE III — Students increase skills in giving patient care to individuals with complex health problems by use of nursing process and become proficient in writing nursing care plans and nursing diagnoses. All types of patients will be included for this plan of study. Build on knowledge from the previous year. The individual student will become more responsible for identifying and reporting on patient problems. Problems focused on this semester will be cancer, blood dyscrasia, musculoskeletal, genitourinary, and nervous systems, care of the normal newborn, pre-natal and post-natal care of the maternity patient. The student will give care for high risk mothers and newborns and clients with gynecological problems while combining their care with knowledge gained about patients with altered or impaired mental states, and patients having surgery. The college laboratory, hospitals, and dialysis will be used for clinical experiences. The students will become more responsible for their learning experiences in this semester. Prerequisites: BIO 2514, BIO 2524, ENG 1113, ENG 1123, EPY 2533, NUR 1118, NUR 1128, NUR 1133, BIO 2924, SOC 2113, and HEC 1253. (Prerequisites, or student may be currently enrolled.) Six hours lecture, nine hours laboratory. Nine semester hours credit.

NUR 2159 — NURSING IV — The area of study for this course includes using the nursing process for the advanced care of the more critically ill patient with more complex problems for all ages. The students will begin to prepare for the role of graduate as they increase their skill, knowledge, and responsibility for patient care. Emphasis will be placed on modern trends in nursing as well as legal responsibility of the individual nurse. The student will be required to assume more responsibility for the patients assigned and will see an increase in the number of patients to prepare for setting priorities for a group of patients as well as nursing management. Prerequisites: NUR 1128, NUR 1133, NUR 2149, SOC 2113, HEC 1253, (SPT 1113 Prerequisite or student may be currently enrolled.) Seven hours lecture, nine hours laboratory. Ten semester hours credit.

NUR 2941 — NCLEX REVIEW — (Nursing elective) A comprehensive, simulated review of the National Council Licensure Examination for Registered Nurses. The lab is intended to assist in the preparation of students for writing the State Board Exam. 0 hours lecture, three hours laboratory, one semester hour credit.

PRACTICAL NURSING

PNV 1113 — BASIC NUTRITION — This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. Three hours lecture. Three semester hours credit.

PNV 1313 — BODY STRUCTURE AND FUNCTION — This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Two hours lecture. Two hours lab. Three semester hours credit.

PNV 1312 — GROWTH AND DEVELOPMENT — This course is a study of the normal developmental processes of humans from infancy to adulthood, including physical, emotional, social, and intellectual aspects. Two hours lecture. Two semester hours credit.

PNV 1412 — GERIATRIC NURSING — This course uses the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. One hour lecture. Three hours clinical. Two semester hours credit. Prerequisites: Completion of Fundamentals of Nursing (PTV 1425) and Fundamentals of Nursing Lab (PTV

PNV 1425 — FUNDAMENTALS OF NURSING — This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions and resource agencies available. The course also includes personal health care, basic math, medical terms, medical and apothecary system. Included is preparation to assist the patient in meeting basic living needs. Prerequisite: This course requires concurrent registration in PNV 1434. It also requires a passing grade in PNV 1425 and PNV 1434 to receive credit for these courses. Five hours lecture. Five semester hours credit.

PNV 1434 — FUNDAMENTALS OF NURSING LAB — This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. Eight hours lab. Four semester hours credit. Prerequisites: Concurrent registration in PNV 1425 is required. It also requires a passing grade in PNV 1425 and PNV 1434 in order to receive credit for these courses.

PNV 1513 — PHARMACOLOGY — This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurements, regulatory requirements and basic principles of drug administration. Two hours lecture. Two hours lab. Three semester hours credit.

PNV 1615 — MEDICAL/SURGICAL NURSING I — This course introduces nursing theory for selected medical-surgical disorders. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Five semester hours credit. Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Geriatric Nursing (PNV 1412), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1624 is required. It also requires a passing grade in PNV 1615 and PNV 1624 in order to receive credit for these courses.

PNV 1624 — MEDICAL/SURGICAL NURSING LAB AND CLINICAL I — This course includes supervised laboratory and clinical experience for application of medical/surgical theory and the development of skill in the use of nursing process. Nine hours clinical. Two hours lab. Four semester hours credit. Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Geriatric Nursing (PNV 1412), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1615 is required. It also requires a passing grade in PNV 1615 and PNV 1624 in order to receive credit for these courses.

PNV 1633 — MEDICAL/SURGICAL NURSING II — In this course, the student utilizes the nursing process to assist in meeting daily needs of patients with selected medical-surgical problems. The course introduces nursing theory for selected medical-surgical disorders and nursing skills are introduced. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Three hours lecture. Three semester hours credit. Prerequisites: PNV 1615 and PNV 1624. Concurrent registration in PNV 1644 is required. It also requires a passing grade in PNV 1633 and PNV 1644 in order to receive credit for these courses.

PNV 1644 — MEDICAL/SURGICAL LAB AND CLINICAL II — This course includes supervised clinical experience for application of medical/surgical theory. Develop skill in the nursing process by applying principles and knowledge gained in preceding courses. Nine hours clinical. Two hours lab. Four semester hours credit. Prerequisites: All first semester PNV courses. Concurrent registration in PNV 1633 is required. It also requires a passing grade in PNV 1633 and PNV 1644 in order to receive credit for these courses.

PNV 1717 — MATERNAL-CHILD NURSING — This course uses the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child and the family unit during normal and complicated conditions. Clinical experiences include perinatal labor and delivery, postpartum, newborn, and pediatrics. Nine hours clinical. Four

hours lecture. Seven semester hours credit. Prerequisites: All first semester PNV courses.

PNV 1813 — PSYCHIATRIC CONCEPTS — This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. Two hour lecture. Three hours clinical. Three semester hours credit. Prerequisites: First semester PNV courses

PNV 1912 — NURSING TRANSITION — This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. One hour lecture. Three hours clinical. Two semester hours credit. Prerequisites: All first semester PNV courses.

MEDICAL OFFICE TECHNOLOGY CONCENTRATION

BUSINESS AND OFFICE CLUSTER

See the Business Technology course descriptions in reference to the above cluster.

SURGICAL TECHNOLOGY

PNV 1113 — FUNDAMENTALS OF SURGICAL TECHNOLOGY — Basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, pharmacology, anesthesia, and interpersonal relationships. Three hours lecture. Three semester hours credit.

PNV 1216 — PRINCIPLES OF SURGICAL TECHNIQUE — A comprehensive study of aseptic technique, safe patient care, and surgical techniques. Two hours lecture. Eight hours lab. Six semester hours credit.

PNV 1314 — SURGICAL ANATOMY — Emphasis is placed on structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Three hours lecture. Two hours lab. Four semester hours credit.

PNV 1413 — SURGICAL MICROBIOLOGY — Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. Three hours lecture. Three semester hours credit.

SUT 1518 — BASIC AND RELATED SURGICAL PROCEDURES — This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general, gynecology, obstetrics, and ology. Four hours lecture. Twelve hours clinical. Eight semester hours credit. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413).

SUT 1528 — SPECIALIZED SURGICAL PROCEDURES — This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; ophthalmology; and plastics. Clinical experience in area hospital surgical suites and related departments. Four hours lecture. Twelve hours clinical. Eight semester hours credit. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413).

SUT 1538 — ADVANCED SURGICAL PROCEDURES — Instruction in regional anatomy, pathology, instrumentation, employability skills, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic and cardiovascular surgery. Clinical experience in area hospital surgical suites. Comprehensive final examination. Four hours lecture. Twelve hours clinical. Eight semester hours credit. Prerequisites: Basic and Related Surgical Procedures (SUT 1518)

TECHNICAL

COLLISION REPAIR TECHNOLOGY

ABT 1113 — RESTRAINT SYSTEMS AND INTERIOR TRIM — A course to provide skills and practices in vehicle restraint systems and interior trim. Included are procedures for servicing restraint systems (passive or active), headliners and carpets, and procedures for operation of an air bag restraint system. One hour lecture, four hours lab. Three semester hours credit.

ABT 1213 — AUTOMOTIVE BODY WELDING AND CUTTING — A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and Plasma Arc Cutting (PAC) in repairing the high strength steels used in unibody construction. One hour lecture, four hours lab. Three semester hours credit.

ABT 1313 — REFINISHING I — A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, masking and base spraying. Instruction includes determining imperfections in paint films, personal and environmental safety practices. One hour lecture, four hours lab. Three semester hours credit.

ABT 1414 — SHEET METAL REPAIR — A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. One hour lecture, six hours lab. Four semester hours credit.

ABT 1433 — GLASS AND RELATED HARDWARE INSTALLATION AND SEALING — A course in the removal and replacement of stationary and movable glass. Included are the alignment of movable glass and the repair and alignment of glass mounting hardware. Also included are the sealing and adjustments needed to eliminate water leaks and wind noise. One hour lecture, four hours lab. Three semester hours credit.

ABT 1433 — BOLTED UNITS, ASSEMBLIES, AND ELECTRICAL SYSTEMS — A course which provides instruction and practice in the removal and replacement of bolted parts, sub-units, and assemblies. Methods of disassembly and reassembly, part adjustment, alignment, and electrical system service and repair are included in this course. One hour lecture, four hours lab. Three semester hours credit.

ABT 1423 — BODY PANEL AND UPPER STRUCTURAL REPAIR I — A course in the repair and replacement of major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment and attachment (welded and bonded). One hour lecture, four hours lab. Three semester hours credit.

ABT 1324 — REFINISHING II — A continuation of Refinishing I. Included are types of refinish materials and their specific application procedures. Also included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat/clearcoat applications. One hour lecture, six hours lab. Four semester hours credit.

ABT 2513 — FRAME AND UNDERBODY STRUCTURAL REPAIR I — An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, and steering damage, and setting up alignment equipment. One hour lecture, four hours lab. Three semester hours credit.

ABT 2613 — FIBERGLASS AND PLASTIC REPAIR — A course designed to provide theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. One hour lecture, four hours lab. Three semester hours credit.

ABT 2434 — BODY PANEL AND UPPER STRUCTURAL REPAIR II

continuation of Body Panel and Upper Structural Repair I. Emphasis is to continue to be placed on major panel replacement. Instruction will include rolled-over vehicle repair, structural alignment, roof panel replacement and the replacement or sectioning of upper structural members. One hour lecture, six hours lab. Four semester hours credit.

ABT 2333 — REFINISHING III — A continuation of Refinishing II with emphasis on advanced techniques; including HVLP spray systems plastic refinishing, color analysis, tinting and matching difficult colors, pinstriping, decals, lettering color sanding, buffing, polishing and detailing. One hour lecture, four hours lab. Three semester hours credit.

ABT 2524 — FRAME AND UNDERBODY STRUCTURAL REPAIR II — This course continues instruction from Frame and Underbody Structural Repair I. Emphasis is placed on unibody vehicle construction. Included are welding in unibody repair and repairing/replacing/sectioning structural components. One hour lecture, six hours lab. Four semester hours credit.

ABT 2713 — COLLISION ANALYSIS AND ESTIMATION — This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair cost and correct use of reference manuals. Two hours lecture, two hours lab. Three semester hours credit.

TECHNICAL ELECTIVES:

ABT 2813 — SHOP OPERATIONS AND PROCEDURES — An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and records systems. Also included are financial responsibilities, shop layout, inventory, and employer-employee relations. One hour lecture, four hours lab. Three semester hours credit.

ABT 291(1-3) — SPECIAL PROBLEM IN COLLISION REPAIR TECHNOLOGY — A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project (2-6 hour lab: 1-3 semester hours credit). Prerequisite: Sophomore standing in Collision Repair Technology.

ABT 292(1-6) — WORK-BASED LEARNING IN COLLISION REPAIR TECHNOLOGY — This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours (3-18 hour extern ship: 1-6 semester hours credit). Prerequisite: Sophomore standing in Collision Repair Technology.

AUTOMOTIVE TECHNOLOGY

ATT 1114 — ELECTRICAL SYSTEM — This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1213 — BRAKES — This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking system problems and the repair of brake systems. Two hours lecture. Two hours lab. Three semester hours credit.

ATT 1315 — MANUAL DRIVE TRAIN/TRANSAXLE — This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. It includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 1513 — BASIC FUEL SYSTEMS — This is a course designed to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems and emission control. It includes instruction in the diagnosis and repair/adjustment of carburetors and conventional emission control systems. Two hours lecture. Two hours lab. Three semester hours credit.

ATT 1414 — BASIC ENGINE PERFORMANCE — This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two hours lecture. Two hours lab. Four semester hours credit.

ATT 1715 — ENGINE REPAIR — This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automobile type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts and oil pumps. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 2325 — AUTOMATIC TRANSMISSIONS/TRANSAXLES — This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of automotive type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Three hours lecture. Four hours lab. Five semester hours credit.

ATT 2334 — STEERING AND SUSPENSION SYSTEMS — This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering system components. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2343 — WHEEL ALIGNMENT — This is a course designed to provide technical skills and knowledge related to the alignment of both front and rear wheels on automobiles. It includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. One hour lecture. Four hours lab. Three semester hours credit.

ATT 2524 — ADVANCED CARBURATION SYSTEMS — This course provides technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors. Includes instruction and practice in the diagnosis and correction of problems associated with electronic ignition systems, pollution control systems and other features found on newer model fuel systems. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2535 — COMPUTERIZED ENGINE CONTROLS — This is a course designed to provide technical skills and knowledge associated with computer controls found on newer cars. It includes instruction and practice in the diagnosis and correction of problems associated with computer controls of the ignition and fuel injection system. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 2614 — HEATING AND AIR CONDITIONING — This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture. Four hours lab. Four semester hours credit.

BUSINESS AND OFFICE TECHNOLOGY

BOV 1013 — KEYBOARDING — Introduction to the computer alphabet and numeric keyboard with emphasis on developing correct keyboarding techniques. Three hours lecture. Three semester hours credit.

BOT 1102 — KEYBOARD SPEED BUILDING — (Prerequisite: Ability to key straight copy material at a minimum of 40 gwpn). This course develops speed and accuracy on the keyboard. Exit requirement: keyboard typed straight copy material at a minimum of 45 gwpn with a maximum of 1 error per minute. One hour lecture. Two hours lab. Two semester hours credit.

BOT 1113 — DOCUMENT FORMATTING AND PRODUCTION — (Prerequisite: Ability to key straight copy material at a minimum of 40 gwpn). This course emphasizes formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1123 — WORD PROCESSING APPLICATIONS — (Prerequisites: BOT 1113 Microcomputer Applications and BOT 1113 Document Formatting and Production). This course focuses on production of complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1133 — MICROCOMPUTER APPLICATIONS — (Prerequisite: Ability to key straight copy material at a minimum of 40 gwpn.) This course will introduce an operating system, word processing, spreadsheet, and database management software applications. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1213 — PROFESSIONAL DEVELOPMENT — This course develops an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional image, work ethics, time and stress management, and human relations skills. Three hours lecture. Three semester hours credit.

BOT 1313 — APPLIED BUSINESS MATH — This course is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. Three hours lecture. Three semester hours credit.

BOT 1413 — RECORDS MANAGEMENT — This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall paper, image, and digital and the treatment of these categories in proper management, storage, and retrieval. Decision-making, judgment, and other management skills will be applied to case studies. Basic application of filing classification skills will also be taught. Three hours lecture. Three semester hours credit.

BOT 1433 — BUSINESS ACCOUNTING — This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture. Three semester hours credit.

BOT 1513 — MACHINE TRANSCRIPTION — (Prerequisites: BOT 1113, Document Formatting and Production and BOT 1713 Mechanics of Communication). This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1613 — MEDICAL OFFICE TERMINOLOGY I — This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to definitions, emphasis is placed on correct spelling and pronunciation. Two hours lecture. Three semester hours credit.

BOT 1623 — MEDICAL OFFICE TERMINOLOGY II — This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Medical Office Technology. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1713 — MECHANICS OF COMMUNICATION — This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three hours lecture. Three semester hours credit.

BOT 1813 — ELECTRONIC SPREADSHEET — (Prerequisites: BOT 1313 Applied Business Math and BOT 1133 Microcomputer Applications). This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2133 — DESKTOP PUBLISHING — (Prerequisite: BOT 1123 Word Processing Applications). This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2142 — OPERATING SYSTEMS — (Prerequisite: BOT 1133, Microcomputer Applications). This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. One hour lecture. Two hours lab. Two semester hours credit.

BOT 2323 — DATABASE MANAGEMENT — (Prerequisite: BOT 1133 Microcomputer Applications). This course applies database concepts for designing and manipulating data files and formatting output as complete documents and reports. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2413 — COMPUTERIZED ACCOUNTING — (Prerequisite: BOT 1433 Business Accounting). This course applies basic accounting principles using a computerized accounting system. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1433 — INCOME TAX ACCOUNTING — (Prerequisite: BOT 1433 Business Accounting). This course is designed to be an introductory tax accounting class with insight in federal income tax laws and preparation of reports. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2433 — PAYROLL ACCOUNTING — (Prerequisite: BOT 2413 Computerized Accounting). This course provides an in-depth study of payroll accounting. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2443 — ADVANCED BUSINESS ACCOUNTING — (Prerequisite: BOT 1433 Business Accounting). This course is designed as a continuation of Business Accounting. Three hours lecture. Three semester hours credit.

BOT 2523 — MEDICAL MACHINE TRANSCRIPTION I — (Prerequisites: BOT 1113 Document Formatting and Production, BOT 1613 Medical Office Terminology I, and BOT 1713 Mechanics of Communications). This course is designed to teach transcription of various medical documents. One hour lecture. Four hours lab. Three semester hours credit.

BOT 2533 — MEDICAL MACHINE TRANSCRIPTION II — (Prerequisite: BOT 2523 Medical Machine Transcription I). This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. One hour lecture. Four hours lab. Three semester hours credit.

BOT 2713 — ADVANCED MICROCOMPUTER APPLICATIONS — (Prerequisite: BOT 1133 Microcomputer Applications). This course develops the ability to use an operating system to integrate activities using applications software which includes word processing, database, spreadsheet, graphics, and telecommunications. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2723 — ADMINISTRATIVE OFFICE PROCEDURES — (Prerequisites: Ability to key straight copy material at a minimum of 40 gwpm and BOT 1133 Microcomputer Applications). This course will provide comprehensive coverage and integration of business skills and issues, develop critical thinking and problem-solving skills, and establish a foundation in business procedures. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2743 — MEDICAL OFFICE CONCEPTS — (Prerequisites: BOT 1613 Medical Office Terminology I and/or BOT 1623 Medical Office Terminology II, and BOT 1113 Document Formatting and Production). This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2753 — MEDICAL INFORMATION MANAGEMENT — (Prerequisite: BOT 2743 Medical Office Concepts). This course will continue coverage of medical office issues with emphasis on health insurance filing and medical office software. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 2813 — BUSINESS COMMUNICATION — (Prerequisite: BOT 1711) Mechanics of Communication and ability to key straight copy material (minimum of 40 gwpm). This course develops communication skills with emphasis on principles of writing business correspondence and reports, analyzing and summarizing information in a logically written presentation. Three hours lecture. Three semester hours credit.

CHILD DEVELOPMENT TECHNOLOGY

CDT 1114 — CHILD CARE PROFESSION — This course provides activities in the types of child care, and observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. Three hours lecture. Two hours lab. Four semester hours credit.

CDT 1214 — INFANT AND TODDLER DEVELOPMENT — This course provides for acquisition of knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care giving in group care through classroom laboratory or collaborative centers. Three hours lecture. Two hours lab. Four semester hours credit.

CDT 1224 — CHILD GROWTH AND DEVELOPMENT — The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. Three hours lecture. Two hours lab. Four semester hours credit.

CDT 1313 — ART FOR PRESCHOOL CHILDREN — Planning and developing art experiences beneficial to the preschool child. Lab activities with the children implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.

CDT 1323 — MUSIC/MOVEMENT FOR PRESCHOOL CHILDREN — The development of the preschool child in the areas of listening, singing, and movement. Planning musical movement experiences for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.

CDT 1333 — LANGUAGE ARTS FOR PRESCHOOL CHILDREN — Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit. (3 hours lecture).

CDT 1514 — CHILD NUTRITION AND HEALTH CARE — Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. Four hours lecture. Four semester hours credit.

CDT 2213 — GUIDING SOCIAL AND EMOTIONAL BEHAVIOR — Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.

CDT 2413 — ATYPICAL CHILD DEVELOPMENT — This course provides information concerning growth and development, intervention strategies, and working with families having an atypical child. Two hours lecture. Two hours lab. Three semester hours credit.

CDT 2613 — METHODS AND MATERIALS — Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.

CDT 2713 — SOCIAL STUDIES, MATH, AND SCIENCE FOR PRESCHOOL CHILDREN — Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.

CDT 2813 — ADMINISTRATION OF PRESCHOOL PROGRAMS — Concepts in the administration of quality preschool programs. Three hours lecture. Three semester hours credit.

CDT 2915 — TECHNICAL PRACTICUM I — (Corequisites: Art for Preschool Children (CDT1313), Child Nutrition and Health Care (CDT 1513), Language Arts for Preschool Children (CDT 1323) and Music/Movement for Preschool Children (CDT 1413). Prerequisite: Methods and Materials (CDT 2613) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year olds). Completion of the objectives provides opportunities for students to implement experiences planned in the co-requisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the child care settings used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. Ten hours lab. Five semester hours credit.

CDT 2925 — TECHNICAL PRACTICUM II — (Corequisites: Guiding Social and Emotional Behavior (CDT 2243), Methods and Materials (CDT 2613), Social Studies, Math, and Science for the Preschool Children (CDT 2713), Administration of Preschool Programs (CDT 2813). Prerequisite: Technical Practicum I (CDT 2915) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year olds). Completion of the objectives provides opportunities for students to implement experiences planned

in the corequisites and ensures a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the practicum courses. Ten hours lab. Five semester hours credit.

COMPUTER TECHNOLOGY

CPT 1113 — FUNDAMENTALS OF MICROCOMPUTER APPLICATIONS — This course will introduce information processing concepts to include word processing, spreadsheet, and database management software. This course; not to be taken by Business and Office and Related Technology students. Two lecture, two hours laboratory, three semester credit hours.

CPT 1124 — COMPUTER CONCEPTS — This course is an introduction to the history, terminology, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. Two lecture, two hours laboratory, four semester credit hours.

CPT 1214 — BASIC PROGRAMMING LANGUAGE — Introduction to the BASIC programming language to include sort, controlled loops, multi-dimensional arrays, and modular programming. Two lecture, four hours laboratory, four semester credit hours.

CPT 1224 — RPG PROGRAMMING LANGUAGE — (Prerequisite: Computer Concepts). This course is designed to introduce the student to the RPG language and to use the computer in business applications. Two lecture, four hours laboratory, four semester credit hours.

CPT 1234 — COBOL PROGRAMMING LANGUAGE — (Prerequisite: Computer Concepts). This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing and table processing techniques. Two lecture, four hours laboratory, four semester credit hours.

CPT 1324 — SURVEY OF MICROCOMPUTER APPLICATIONS — This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Two lecture, four hours laboratory, four semester credit hours.

CPT 1332 — OPERATING PLATFORMS — (Prerequisite: Survey of Microcomputer Applications). This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. One lecture, two hours laboratory, two semester credit hours.

CPT 1343 — SYSTEM ADMINISTRATION AND CONTROL — (Prerequisite: Computer Concepts). A study of the system administration of a mid-range computer including control language, utilities, and control commands. Two lecture, two hours laboratory, three semester credit hours.

CPT 2153 — NETWORK MANAGEMENT — (Prerequisite: Survey of Microcomputer Applications). This course focuses on the management of a computer network lab including installation of network software and administration of a network. Two lecture, two hours laboratory, three semester credit hours.

CPT 2264 — ADVANCED RPG PROGRAMMING LANGUAGE — (Prerequisite: RPG Programming Language). This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two lecture, four hours laboratory, four semester credit hours.

CPT 2274 — ADVANCED COBOL PROGRAMMING LANGUAGE — (Prerequisite: COBOL Programming Language). This course is a continuation in the study of COBOL. Emphasis is placed on advance table processing, file maintenance, and interactive programming. Two lecture, four hours laboratory, four semester credit hours.

CPT 2284 — C PROGRAMMING LANGUAGE — Prerequisite: Successful completion of any CPT programming language course). This course is designed to introduce the student to the C programming language and its basic functions. Two lecture, four hours laboratory, four semester credit hours.

CPT 2354 — SYSTEMS ANALYSIS AND DESIGN — (Prerequisite: Advance RPG Programming). This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two lecture, four hours laboratory, four semester credit hours.

CPT 291(1-6) — WORK-BASED LEARNING IN COMPUTER INFORMATION SYSTEMS TECHNOLOGY — Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. One semester credit hour.

DRAFTING AND DESIGN TECHNOLOGY

DPT 1114 — FUNDAMENTALS OF DRAFTING — This course is designed to give the drafting major the background needed for all other drafting courses. Emphasis is placed upon maintaining correct techniques while developing speed. Two hours lecture, four hours laboratory. Four semester hours credit.

DPT 1133 — MACHINE DRAFTING I — (Prerequisite: Fundamentals of Drafting.) This course emphasizes methods, techniques and procedure in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment rotation, working order preparation, routing and other drafting room procedures. One hour lecture, four hours laboratory. Three semester hours credit.

- DDT 1153 — DESCRIPTIVE GEOMETRY — (Prerequisite: Fundamentals of Drafting). This course includes theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 1213 — CONSTRUCTION MATERIALS — A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with a brief description of their manufacture. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 1313 — PRINCIPLES OF CAD — This course will use the CAD system to design and draw various problems in the architectural, mechanical and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 1323 — INTERMEDIATE CAD — (Prerequisite: Principles of CAD). This course is designed as a continuation of Principles of CAD. Subject areas will include dimensions, sectional views, and symbols. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 2533 — HIGHWAY DRAFTING — (Prerequisite: Fundamentals of Drafting). This course is a study of basic information to highway drafting. Emphasis will be placed on horizontal alignment of route surveys in the plan view, vertical alignment of route surveys in the profile view, typical sections, cross sections and area calculations and estimations of quantities. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 1413 — ELEMENTARY SURVEYING — A basic course in surveying dealing with the principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 1613 — ARCHITECTURAL DESIGN I — (Prerequisite: Fundamentals of Drafting). This course includes principles and practices of modern design requiring working drawings and solutions, typical construction details and specifications for residential construction. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2163 — MACHINE DRAFTING II — (Prerequisite: Machine Drafting I). A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in the use of tolerancing and dimensioning techniques. Two hours lecture, two hours laboratory. Four semester hours credit.
- DDT 2233 — STRUCTURAL DRAFTING — (Prerequisite: Fundamentals of Drafting). This course will introduce the drafting major to structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors. Knowledge is gained in the use of A.I.S.I. Handbook. Problems are studied that involve structural designing and

- drawing of beams, columns, connections, trusses and bracing. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2343 — COST ESTIMATING — (Prerequisite: Fundamentals of Drafting). In this course the student will prepare materials and labor quantity surveys from actual working drawings and specifications. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2343 — ADVANCED CAD — (Prerequisite: Principles of CAD). This is an advanced course in the use of CAD software with emphasis on producing drawings. Emphasis is placed on attributes, slide shows, the user coordinate system, 3-D faces, and solid modeling. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2423 — MAPPING AND TOPOGRAPHY LAB — (Prerequisite: Elementary Surveying and Fundamentals of Drafting). This laboratory setting will allow the drafting major to apply selected drafting techniques to the problem of making maps, traverses, plot plans, plan and profile drawings using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two hours lecture, two hours laboratory. Three semester hours credit.
- DDT 2623 — ARCHITECTURAL DESIGN II — (Prerequisite: Architectural Design I and Principles of CAD). This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One hour lecture, four hours laboratory. Three semester hours credit.
- DDT 2911-2913 — SPECIAL PROJECT (DRAFTING) — (Prerequisite: Minimum of 12 semester hours in drafting related courses and consent of instructor). This course is designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two - six hours laboratory. One to three semester hours credit.
- DDT 1313 — GRAPHIC COMMUNICATION — This course is a study of the fundamentals of the graphic language used by engineers. Through theory and application students will develop the visualization and drawing skills necessary for later courses in engineering and once employed. The course includes the use and care of instruments, geometrical constructions, lettering, pictorials, multi views, sections and orthographic projections involving the geometry of points, lines and planes as applied to working drawing related to specialized engineering fields. One hour lecture, four hours laboratory. Three semester hours credit.

ELECTRICAL TECHNOLOGY

ELT 1102 — FUNDAMENTALS OF ELECTRICITY — This is a basic course designed to provide fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. One hour lecture. Two hours lab. Two semester hours credit.

ELT 1113 — RESIDENTIAL/LIGHT COMMERCIAL WIRING — (Prerequisite: Fundamentals of Electricity, ELT 1102 or equivalent). A course to provide advanced skills related to the wiring of multi-family and small commercial buildings. Includes instruction and practice in service entrance installation, specialized circuits, and use of commercial raceways. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1123 — COMMERCIAL AND INDUSTRIAL WIRING — (Prerequisite: Fundamentals of Electricity, ELT 1102 or equivalent). A course to provide instruction and practice in the installation of commercial electrical service including the types and uses of conduits and other raceways. NEC code requirements, and three phase distribution networks. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1213 — ELECTRICAL POWER — (Pre/corequisite: Fundamentals of Electricity, ELT 1102 or equivalent). A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers and alternators. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1223 — MOTOR MAINTENANCE AND TROUBLESHOOTING — A course to familiarize the students with the principles and practice of electrical motor repair. Includes instruction and practice in the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1263 — BLUEPRINT READING/PLANNING THE RESIDENTIAL INSTALLATION — This course provides knowledge of architectural symbols and electric symbols needed to read blueprints. All elevations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with receptacles, switches, and lighting outlets as required by NEC. Circuit layouts for all switching will be demonstrated. All branch circuits will be plotted on the blueprint. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1273 — SWITCHING CIRCUITS FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL APPLICATION — This course is designed to introduce the student to the various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. This course also includes the installation and operation of low

voltage, remote control switching. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1413 — MOTOR CONTROL SYSTEMS — (Prerequisite: Fundamentals of Electricity, ELT 1102 or equivalent). A course in the installation of the different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1424 — SOLID STATE MOTOR CONTROL — (Prerequisite: Motor Control Systems, ELT 1413). A course to introduce the students to the principles of solid state motor control. Includes instruction and practice in the design and installation of different solid state devices for motor control. Two hours lecture. Four hours lab. Four semester hours credit.

ELT 1614 — PROGRAMMABLE LOGIC CONTROLLERS — (Prerequisite: Motor Control Systems, ELT 1413). A course to provide instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Three hours lecture. Two hours lab. Four semester hours credit.

ELECTRONICS TECHNOLOGY

EET 1102 — FUNDAMENTALS OF ELECTRONICS — This course is designed to provide fundamental skills associated with all electronics courses. This course includes safety, bread boarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. One hour lecture. Two hours lab. Two semester hours credit.

EET 1114 — DC CIRCUITS — (Prerequisite: Fundamentals of Electronics, EET 1102). This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws, and formulae and the use of test equipment to analyze DC circuits. Two hours lecture. Four hours lab. Four semester hours credit.

EET 1123 — AC CIRCUITS — (Prerequisite: DC Circuits, EET 1114). This course is designed to provide the students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three semester hours credit.

EET 1214 — DIGITAL ELECTRONICS — A course designed to introduce the student to number systems, basic gates and truth tables, logic circuits, latches and flip-flops, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture. Two hours lab. Four semester hours credit.

EET 1314 — SOLID STATE DEVICES AND CIRCUITS — (Prerequisite: Circuits, EET 1114). A course designed to provide familiarization with the art active devices and their applications in the control and manipulation of electricity to make it work for man's benefit. This includes study of P-N junction and P-N junction devices. Uni Polar, Bipolar and Hybrid, their circuit applications and troubleshooting with emphasis on low frequency. Two hours lecture. Four hours lab. Four semester hours credit.

EET 1324 MICROPROCESSORS (Prerequisite: Digital Electronics (EET 1114)). A course designed to provide student with skills and knowledge of microprocessor architecture, data and control functions, operational codes, instruction sets, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. Two hours lecture. Four hours lab. Four semester hours credit.

EET 1713 — ELECTRONIC DRAFTING — A course designed to provide instruction on the preparation and interpretation of schematic and other electronic drawings. Includes expanded symbology. One hour lecture. Four hours lab. Three semester hours credit.

EET 2334 — LINEAR INTEGRATED CIRCUITS — (Prerequisite: Solid State Devices and Circuits (EET 1314)). A course designed to provide students with knowledge and application skills of linear integrated devices. Includes general purpose and dedicated devices. Operational amplifiers, active filters, voltage regulators, timers, VCO's, phase lock loops and other devices will be covered along with their applications. Three hours lecture. Two hours lab. Four semester hours credit.

EET 2414 — ELECTRONIC COMMUNICATION — (Prerequisite: Digital Electronics (EET 1214)). A course designed to provide the student with the concepts and skills related to analog and digital communications. Includes modulation techniques, transmission, reception, formats, encoding, encryption, protocols, modem etc. Also includes standard interface methods. Two hours lecture. Four hours lab. Four semester hours credit.

EET 2514 — INTERFACING TECHNIQUES — (Prerequisite: Microprocessors (EET 1324)). A study of data acquisition devices and systems including their interface to microprocessors and other control systems. Also local area networks (LANS) and their functions are covered. Two hours lecture. Four hours lab. Four semester hours credit.

ROT 1213 — INDUSTRIAL HYDRAULICS — This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. Two hours lecture. Two hours lab. Three semester hours credit.

COMPUTER SERVICING TECHNOLOGY

EET 2113 — COMPUTER SERVICING LAB I — A course which provides training in the fundamentals of computer servicing. Includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, building cables, determining if problem is in the hardware or software, debugging programs, and interconnection of peripherals. Three semester hours credit. Six hours lab.

EET 2123 — COMPUTER SERVICING LAB II — (Prerequisite: Computer Servicing Lab I, CST 2113). A continuation of Computer Servicing Lab I with increased emphasis on system analysis, and diagnosis of board and component failures, flow chart trouble analysis for common computer components such as microprocessor, disk drives (floppy and hard), printers, keyboards, and monitors. Strong emphasis on laboratory experience with computer repair. Three semester hours credit. Six hours lab.

FIRE PROTECTION TECHNOLOGY

EET 1113 — INTRODUCTION TO FIRE SCIENCE — This course provides an orientation to the fire service. This class explores department structure and organization, operations, and responsibilities, and the history of the fire services and changes that currently are remodeling traditional fire services. Three hours lecture. Three semester hours credit.

EET 1123 — INTRODUCTION TO FIRE PREVENTION — This course introduces students to modern approaches of fire prevention. An overview is provided of methods currently used in preventing fires including Codes and Standards, Company Based Inspections, Public Fire Education, Interdiction Programs, and legislation affecting fire prevention activities. Three hours lecture. Three semester hours credit.

EET 1213 — FIRE FIGHTING PRINCIPLES AND PRACTICES — This course is designed as a basic fire fighting tactical course providing information on the major principles and practices conducted at fire and emergency scenes. Concentrating on activities of rescue, ventilation, salvage, overhaul, offensive and defensive attack methods, and fire fighter safety, the student explores various operations that must be conducted in a coordinated manner. Three hours lecture. Three semester hours credit.

EET 1223 — FIRE APPARATUS & EQUIPMENT — Engines, pumps, operation procedures, maintenance techniques, and equipment specifications are discussed while providing the student with a working knowledge and understanding of various types of apparatus and equipment used by the fire service. Three hours lecture. Three semester hours credit.

EET ** — FIRE PROTECTION CONCENTRATION ELECTIVE**

FFT 2313 — FIRE SERVICE HYDRAULICS — A study in the use of water in combat fires, this course provides information on theories associated with the use of water, actual fire ground application practices, and the use of water additives. Study is made of various delivery and usage methods. Three hours lecture. Three semester hours.

FFT 2323 — BUILDING CONSTRUCTION — This course investigates building construction from the standpoint of the fire service. Why do buildings burn and what are the danger areas of various types of construction? A basic overview of building codes and construction methods is used to familiarize students with building components and construction types. Three hours lecture. Three semester hours credit.

FFT 2333 — FIRE FIGHTER SAFETY — This course provides an overview of safety practices for the emergency service worker. Covering the individual and team from "in the station" through the emergency scene and return back to service, this course is essential for those who participate in emergency service activities. Three hours lecture. Three semester hours credit.

FFT ** — FIRE PROTECTION CONCENTRATION ELECTIVE**

FFT 2413 — STRATEGY AND TACTICS — This course provides a study of strategy and tactics used in a variety of situations faced by the fire service. Covering different situations from small everyday occurrences to massive conflagrations this course makes use of simulations and case histories to explore necessary strategy and tactical endeavors. Three hours lecture. Three semester hours credit.

FFT 2423 — INCIDENT MANAGEMENT SYSTEMS — This course is a study of incident management systems used for handling situations from the smallest incidents to the largest. A variety of methods are discussed with emphasis placed on the National Consortium for Incident Management Systems Incident Command/ Management System. Three hours lecture. Three semester hours credit.

FFT ** — FIRE PROTECTION CONCENTRATION ELECTIVE**

FFT ** — FIRE PROTECTION CONCENTRATION ELECTIVE**

GERONTOLOGY TECHNOLOGY

GER 1113 — SOCIAL GERONTOLOGY — This course is a general introduction to the field of the aging process - its pleasures and problems. Three hours lecture. Three semester hours credit.

GER 1223 — HUMAN SERVICES FOR ELDERLY — This course provides the student with in-depth knowledge of the informal and formal community resource systems, issues of confidentiality, professional values and ethics and case management principles. Three hours lecture. Three semester hours credit.

GER 1325 — SOCIAL WORK WITH ELDERLY — The history of social work with the elderly is reviewed in this course. Values and ethical dilemmas of concern to the aged are explored. Principles of casework and the stages of the general method of intervention with client needs are presented and applied. Five hours lecture. Five semester hours credit.

GER 2131 — SEMINAR I — This seminar is designed to acquaint the students with the information available from the Association for Gerontology in Higher Education. The seminar will meet weekly and will involve the goals and objectives set by AGHE, a review of related literature and the discussion of the trends in gerontology. One hour lecture. One semester hour credit.

GER 2141 — SEMINAR II — Continuation of Seminar I with emphasis on research assignments referencing AGHE publications. One hour lecture. One semester hour credit.

GER 2232 — PRACTICUM I — This practicum will permit gerontology students to apply learned concepts and to gain experience in a professional setting with actual client worker interaction. Practicum hours to be arranged. Two semester hours credit.

GER 2242 — PRACTICUM II — This practicum will permit gerontology students to apply learned concepts and to gain experience in the assessment of patient needs, developing treatment plans and interventions, and data collection and assessment. Practicum hours to be arranged. Two semester hours credit.

GER 2433 — SOCIAL POLICY AND AGING — This course provides the student with an understanding of the origins of public policy and the legislative process. Major topics covered include available housing alternatives, legal issues, and the financing issues of long-term care. Three hours lecture. Three semester hours credit.

GER 2534 — ACTIVITIES PROGRAMMING FOR THE ELDERLY — This course provides the students with a practical and theoretical framework from which to develop and manage a comprehensive program of activities within a long-term care setting. The students will understand the purpose and implications of activities programming, develop skills in assessing patient needs, interest and capabilities and will be able to design appropriate and meaningful plans for activity therapy. Other course content will include the development of a working knowledge of documentation, record keeping, budgeting, and activities management. Four hours lecture. Four semester hours credit.

GER 2643 — AGING AND MENTAL HEALTH — This course provides an overview of mental health practice with the elderly. The characteristics of the aging process will be studied. The theories as well as the levels and goals of needed intervention will be presented in relationship to functional and organic brain disorders. This course concludes with units exploring death, dying, bereavement, and suicide within the elderly population. Three hours lecture. Three semester hours credit.

GER 2743 — AGING AND PHYSICAL HEALTH — This course provides the student with an understanding of the interactive effects of biological and psychosocial aging as they occur in the elderly. Also included is basic instruction in the major body systems, the common disease processes associated with aging and their social and emotional ramifications. General decline in functioning, as well as prevention and wellness issues are addressed. Three hours lecture. Three semester hours credit.

HEATING AND AIR CONDITIONING TECHNOLOGY

ACT 1124 — BASIC COMPRESSION REFRIGERATION — An introduction to the field of refrigeration and air conditioning. Emphasis is placed on the principles of safety, thermodynamics, and heat transfer. Four semester hours credit. Two hours lecture. Four hours lab.

ACT 1133 — TOOLS AND PIPING — Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning and refrigeration. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 1213 — CONTROLS — Fundamentals of gas, fluid, electrical and programmable controls. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 1313 — REFRIGERATION SYSTEM COMPONENTS — An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors and condensers. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 1423 — REFRIGERANT RECOVERY AND LUBRICANTS — Practical applications of refrigerants and lubricants according to the EPA standards. Includes recovery, recycling and disposal. Two semester hours credit. One hour lecture. Two hours lab.

ACT 1713 — ELECTRICITY FOR HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION — Basic knowledge of electricity, power distribution, components, solid state devices and electrical circuits. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 1812 — PROFESSIONAL SERVICES PROCEDURES — Business Ethics necessary to work with both the employer and customer. Includes resume, record keeping, and services contracts. One semester hour credit. One hour lecture. Two hours lab.

ACT 2324 — COMMERCIAL REFRIGERATION — A study of various commercial refrigeration systems. It includes installation, servicing and maintaining systems. Four semester hours credit. Two hours lecture. Four hours lab.

ACT 2414 — AIR CONDITIONING I — Various types of residential and commercial air conditioning, including hydronic, absorption and desiccant systems. Four semester hours credit. Two hours lecture. Four hours lab.

ACT 2424 — AIR CONDITIONING II — An in-depth course in the installation, start-up, maintenance and air quality of complete heating and air conditioning systems. Four semester hours credit. Two hours lecture. Four hours lab.

ACT 2433 — REFRIGERANT, RETROFIT AND REGULATIONS — Regulations and standards for new retrofit and government regulations. Includes CSHA regulations, EPA regulations, local and state codes. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 2513 — HEATING SYSTEMS — Various types of residential and commercial heating systems. Includes gas, oil, electric, compression and hydroponic heating systems. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 2624 — HEAT LOAD AND AIR PROPERTIES — Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning and refrigeration systems. Included are air distribution, duct sizing selection of grills and register, types of fans, air velocity and fan performance. An introduction is provided to air testing instruments and computer usage. Four semester hours credit. Two hours lecture. Four hours lab.

MACHINE SHOP TECHNOLOGY

MET 1117 — POWER MACHINERY I — A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, and vertical mills. Two hours lecture. Ten hours lab.

MET 1127 — POWER MACHINERY II — A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture. Ten hours lab.

MST 1313 — ADVANCED SHOP MATHEMATICS — An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1413 — BLUEPRINT READING — A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1423 — ADVANCED BLUEPRINT READING — (Prerequisite: Blueprint Reading (MST 1413). A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1613 — PRECISION LAYOUT — An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Three semester hours credit. Two hours lecture. Two hours lab.

MST 2135 — POWER MACHINERY III — (Prerequisite: Power Machinery II (MST 1124). A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Five semester hours credit. Two hours lecture. Six hours lab.

MST 2144 — POWER MACHINERY IV — (Prerequisites: Power Machinery III, MST 2135). A continuation of Power Machinery III with emphasis on high advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Four semester hours credit. Two hours lecture. Four hours lab.

MST 2714 — COMPUTER NUMERICAL CONTROL OPERATIONS I — An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Four semester hours credit. Three hours lecture. Two hours lab.

MST 2725 — COMPUTER NUMERICAL CONTROL OPERATIONS II — (Pre/corequisite: Computer Numerical Control Operations I, MST 2714) A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Five semester hours credit. Two hours lecture. Six hours lab.

MST 2813 — METALLURGY — An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Three semester hours credit. Two hours lecture. Two hours lab.

WORK-BASED LEARNING

MST 191 (1-3), 192 (1-3), 291 (1-3) & 292 (1-3) — The Work-Based Learning course is designed for students enrolled in technology programs and employed in parallel workplace environments for a minimum of 15 hours per week. Course content is based upon the model technology course curriculum, specific workplace needs, and specific objectives addressing competent workplace performance. One to three semester hours credit based upon the total quantity of approved clock hours. (Accompanying the course title and grade on the transcript will be a statement to indicate the number of clock hours of on-the-site work experience obtained during the semester. The statement will read: Work experience of clock hrs.)

TECHNICAL EVENING CLASSES

Regular college courses are offered on campus and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Morton, Philadelphia, and Choctaw Central High School near Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students.

VOCATIONAL INDIVIDUALIZED DEVELOPMENT SYSTEM (VIDS)

The Test of Adult Basic Education (TABE) will be administered to all VOCATIONAL students upon entering school. Results from this test will be used to identify students that need help in Reading, Math and Language. Students needing help in these areas will be assigned to the VIDS Center for three hours per week until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

The following entrance and exit criteria will be followed:

1. Technical students who are recommended for Developmental Mathematics (through the Assessment Process) will be scheduled for the VIDS program.
2. Technical students who are recommended for Developmental English or Reading (through the Assessment Process) will be scheduled for the VIDS program.
3. Students will remain in the VIDS program until they score at the 10th grade level on the TABE test in mathematics, or reading or both if they are assigned to the program for both.
4. Students will be allowed to exit the VIDS program by scoring at the 10th grade level on the TABE test in mathematics, reading, or in both areas if they were assigned to the VIDS Center in both areas.
5. After exiting the VIDS program, students will schedule Intermediate College Algebra.
6. After exiting the VIDS program, students will schedule Developmental English II (if needed) or English Composition.

CARPENTRY AND CABINET MAKING

- CAV 1115 — PLANS, SPECIFICATIONS & FOUNDATIONS — Study of plans in residential construction and specifications. Practical work experience in layout, installing batter boards, and the placing of foundation members. One hundred fifty clock hours. Five semester hours.
- CAV 1215 — FLOOR, WALL, CEILING, ROOF FRAMING & ROOFING — Theory and practical work in actual framing of floors, walls, ceiling and roofs, and actual installation of roofing materials. One hundred fifty clock hours. Five semester hours.
- CAV 1317 — INSULATION, EXTERIOR AND INTERIOR FINISHING & COORDINATING — Theory and practical work experience in sound and thermo insulation, interior and exterior buildings dealing with walls, trim, floors, cabinets, doors, windows and exterior trim. Also, steps to follow in coordinating other work such as plumbing, electrical, heating and cooling etc. Two hundred ten clock hours. Seven semester hours.
- CAV 1128 — CABINET CONSTRUCTION — Theory and practical work experience in blueprint reading, safety, measuring in a wide range of cabinet, cabinet layout, materials, cabinet framing and shelf construction. Two hundred forty clock hours. Eight semester hours.
- CAV 1225 — HARDWARE, TRIM & LAMINATES — Theory and work experience in selection of correct hardware and installation of hardware and trim, and installation of plastic laminates. One hundred fifty clock hours. Five semester hours.

CAV 1324 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

CAV 1134 — BLUEPRINT READING, SPECIFICATIONS, CODES AND FOUNDATION — Theory and study of blueprint reading, specifications and codes. Actual work experience in laying out foundations, setting grade stakes, and placing of reinforcement steel. One hundred twenty clock hours. Four semester hours.

CAV 2235 — TECHNIQUES IN FRAMING & ROOFING — Theory and work experience in all parts of residential framing and actual installation of sheathing and roofing material. One hundred fifty clock hours. Five semester hours.

CAV 2338 — EXTERIOR & INTERIOR FINISHING, INSULATION & COORDINATING — Theory and work experience in all types of insulation, siding, wall covering, and trim work plus the study of permits and coordinating building activities with other tradesmen. Two hundred forty clock hours. Eight semester hours.

CAV 2148 — CABINET CONSTRUCTION TECHNIQUES — Theory and practical experience in actual cabinet construction with emphasis being put on different styles and techniques. Two hundred forty clock hours. Eight semester hours.

CAV 2245 — LAMINATE APPLICATION, TRIM AND HARDWARE — Theory and practical work experience in proper selection of hardware and trims. Installation of plastic laminates. One hundred fifty clock hours. Five semester hours.

CAV 2344 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

COSMETOLOGY

CAV 1117 — FUNDAMENTALS OF COSMETOLOGY — This course provides theory and lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or class mates; no work is performed on clients paying for service until this course is completed. Seven hours credit. Three hours lecture. Twelve hours lab.

- COV 1213 — COSMETOLOGY THEORY I — Information on the theory of cosmetology, including sterilization and sanitation, safety, hygiene, good grooming, professional ethics, and sales. Basics of bacteriology, treatment, hair shaping, hair styling, and finger waves. Three semester hours credit. Three hours lecture.
- COV 1311 — SCALP AND HAIR TREATMENT — Practical applications in shampooing and scientific brushing, including preparation, procedure, completion, safety rules, brushing, selection and use of shampoo product, and practical application of treatments for different types of hair and scalp. One semester hour credit. Three hours lab.
- COV 1321 — HAIR SHAPING — Practical applications in hair shaping with scissors and razor. Practice in identification and use of implements in sectioning and hair thinning. One semester hour credit. Three hours lab.
- COV 1322 — HAIR STYLING — Practical applications in styling and finger waving which include product selection, preparation, methods, pin curl techniques for combing and brushing, and artistry in hair styling. Two semester hours credit. Six hours lab.
- COV 1412 — ARTISTRY OF ARTIFICIAL HAIR — Practical applications in styling wigs, hair pieces and extensions, reasons for use of artificial hair, types of artificial hair, and safety precautions. Two semester hours credit. Six hours lab.
- COV 1225 — COSMETOLOGY THEORY II — Theory of cosmetology as it relates to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Permanent waving, hair relaxing, coloring and lightening, and safety practices are covered. Five hours lecture. Five semester hours credit.
- COV 1512 — MANICURE AND PEDICURE — Practical applications in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders and diseases, massage, sanitary care, and safety considerations. Two semester hours credit. Six hours lab.
- COV 1333 — PERMANENT WAVES — Practical applications in permanent waving. Includes principles and product selection, requirements, processes, implements, supplies, and safety precautions. Three semester hours credit. Nine hours lab.
- COV 1343 — HAIR COLORING AND LIGHTENING — Practical applications in coloring and hair lightening. Includes instruction in classification of hair color and safety precautions of hair color. Three semester hours credit. Nine hours lab.
- COV 1352 — CHEMICAL HAIR RELAXING — Practical applications in chemical hair relaxing techniques, basic steps and processes, and safety precautions. Two semester hours credit. Six hours lab.

- COV 1336 — COSMETOLOGY THEORY III — Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, and salon management and operation. Six semester hours credit. Six hours lecture.
- COV 1612 — FACIALS AND MAKEUP — Practical applications in providing facial treatment. Includes physiological effects, facial treatment for different skin types, procedures for applying cosmetics, corrective makeup, and safety precautions. Two semester hours credit. Six hours lab.
- COV 1362 — THERMAL TECHNIQUES — Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. Two semester hours credit. Six hours lab.
- COV 1712 — SALON MANAGEMENT — Practical applications in opening and operating a salon in accordance with state regulations. Two semester hours credit. Six hours lab.

COSMETOLOGY TEACHER TRAINING

- COV 2413 — TEACHER TRAINEE OBSERVATION — A teacher trainee shall acquire 12 hours of theory and 68 hours of skill training in Cosmetological Observation. Eighty hours of instruction. Three semester hours credit.
- COV 2415 — THE PROFESSIONAL TEACHER — Professional application and theory which includes Preparing to Teach, Presentation, Application and testing. One hundred sixty-four clock hours. Five semester hours credit.
- COV 2433 — STUDENT MOTIVATION AND LEARNING — Professional application and training includes: Laws Governing Learning Processes, Student Motivation, Student Participation, Student Personalities and Individual Differences, Ninety-nine clock hours. Three semester hours credit.
- COV 2449 — METHODS MANAGEMENT & MATERIALS — Professional application and training to include: Methods, Procedures, and Techniques of Teaching, Classroom Management and Teaching Materials. Three hundred thirty-two clock hours. Nine semester hours credit.
- COV 2453 — TESTING AND EVALUATION — Professional application and training to include testing (performance tests, written tests, and Standardized Tests) and teacher evaluation. Sixty-five clock hours and three semester hours credit.
- COV 2461 — COSMETOLOGY LAW, RULES AND REGULATIONS — A study of laws controlling and regulating the practice of cosmetology in the State of Mississippi. Ten clock hours and one semester hour credit.

WELDING AND CUTTING

WLW 1117 — SHIELDED METAL ARC WELDING (SMAW) — This course is designed to teach students welding techniques using electrodes, set up equipment for (SMAW) operations, and perform Welds for all position fillet and groove welding within a limited thickness range of plain carbon steel material. Seven semester hours credit. One hour lecture, 12 hours lab.

WLW 1124 — GAS METAL ARC WELDING (GMAW) — This course is designed to give the student experience in various welding applications with the (GMAW) welder; set up equipment for GMAW welding operations and perform welds for all position fillet welds and groove welding within a limited thickness range of plain carbon steel. Four semester hours credit. One hour lecture, 6 hours lab.

WLW 1171 — WELDING INSPECTION AND TESTING PRINCIPLES — This course is designed to give the student experience in inspection and testing of welds; perform visual inspection of completed welds, removal of test specimen, preparation of test specimen, free bend test, guided bend test and analysis of test specimen. One semester hour credit. Two hours lab.

WLW 1135 — GAS TUNGSTEN ARC WELDING (GTAW) — This course is designed to give the student experience in various welding applications with the GTAW welder; set up equipment for GTAW welding operations and perform welds for all position fillet and groove welding within a limited thickness range of plain carbon steel, aluminum, and stainless steel. Four semester hours credit. One hour lecture, 10 hours lab.

WLW 1143 — FLUX CORED ARC WELDING (FCAW) — This course is designed to give the student experience in FCAW; set up equipment for FCAW operations, and perform welds for all position fillet and groove welding within a limited thickness range of plain carbon steel. Three semester hours credit. One hour lecture. Four hours lab.

WLW 1232 — DRAWING AND WELD SYMBOL INTERPRETATION — This course is designed to give the student experience in reading welding blueprints; preparing parts from simple sketches or drawings; performing welding operations, and preparing welded joints from weld symbol information. Two semester hours credit. One hour lecture. Two hours lab.

WLW 1162 — GAS METAL ARC ALUMINUM WELDING — This course is designed to give the student experience in gas metal aluminum welding, identify aluminum alloys, and results of welding aluminum. Two semester hours credit. One hour lecture. Two hours lab.

WLW 1242 — OXYFUEL GAS CUTTING PRINCIPLES AND PRACTICES — This course is designed to give the student experience in oxyfuel cutting principles and practices; set up and perform manual and semi-automatic oxyfuel gas cutting operations. Two semester hours credit. One hour lecture. Two hours lab.

WLW 1914 — SPECIAL PROBLEM IN WELDING AND CUTTING (Lab Project) — This is a course designed to provide the student with practical application of skills and knowledge gained in other welding courses. The student must compile a written training agreement in cooperation with the instructor which details work schedule and specific tasks/skills to be mastered in this program. Four semester hours credit. Eight hours lab. Prerequisites: The student must have shown all basic welding skills and be a full-time WLW student.

WLW 192(1-6) — WORK-BASED LEARNING IN WELDING AND CUTTING (Optional Course) — This course is a cooperative program between the industry and education and is designed to integrate the students' technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per forty-five (45) contract hours. One - six semester hours credit variable. Three - eighteen hour externship. Prerequisites: Minimum of twelve semester hours credit welding and cutting related courses or consent of instructor.

TRADE AND INDUSTRIAL

CARPENTRY I, II, III, & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the basic skills and technical knowledge in both rough and finish carpentry. Six CEU's.

ELECTRICITY I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing and overhaul, controls and related science. Six CEU's.

MACHINE SHOP I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Six CEU's when offered on campus. If offered in industry, length of course is determined by the industry.

REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the A-C and refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction, refrigerants and controls, cabinets, materials, absorption, systems, hermetic units, and commercial refrigeration and heating application. Six CEU's.

OTHER

CAKE DECORATING — Two hours per night, one night a week for 10 weeks. 2 CEU's. Instruction in making icing, frosting, and making decorating cakes and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, doll, etc.

AUTO MECHANICS (carburetor and electrical) — Three hours per evening for two evenings per week. 9.6 CEU's. Instructions in fuel system, types of carburetors, types of fuel pumps, air cleaners and manifolds, electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols.

BLUEPRINT READING — Three hours per night, one night a week for 4 weeks. 4.8 CEU's. Instructions in fundamentals, lines, views, notes, specifications, dimensions, shapes, abbreviations and symbols, section details and assembly, precision instruments.

EMERGENCY MEDICAL TECHNICIAN (EMT) — Four hours per day for two days per week for 15 weeks. 120 CEU's. Instructions in the role and responsibilities of the technician, use of equipment, airway obstruction, pulmonary arrest, resuscitation, cardiac arrest, bleeding, shock, wound, upper fracture, lower fracture, injuries, childbirth and problems related to moving patients, environmental emergencies, auto accidents, operation of emergency vehicles, maintenance, records and reports, hospital procedures, responding to ambulance calls, testing at various intervals, comprehensive practice. Students must spend 10 hours in hospital emergency room and participate in a minimum of five separate ambulance runs.

MECHANICAL MAINTENANCE — Instructions in elements of mechanical lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of course to be determined by industry.

PERSONNEL MANAGEMENT — Instructions in the management system, personnel program, staffing the organization, employee potential, behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.

SUPERVISORY TRAINING — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.

VOLUNTEER FIREMANSHIP — Two and one-half hours per day for 4 days. 1 CEU. Instructions in fire triangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forcible entry and coordination of attack.

BEGINNING PAINTING — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's credit.

BEGINNING CERAMICS — A studio course designed for the beginner pertaining to the use and knowledge of various clays in hand building three dimensional art objects. An application of ceramic glaze and firing procedures will also be included. 3 CEU's credit.

BEGINNING PHOTOGRAPHY — Two hours per night, one night a week for 10 weeks. 2 CEU's. Instruction in examining camera functions and care, types of films and accessories, operation of camera, introduction to various types of photography, developing film, printmaking and mounting for display.

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APPLICATION FOR ADMISSION EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi 39327

Social Security: _____

Name _____
Last First Middle (Maiden)

Home Address: _____

City State Zip

Home Telephone: (____) _____ - _____ County: _____

The information provided in this space is for statistical purposes only: Date of Birth: _____

Marital Status: _____ Sex: _____ Religion: _____ Race: _____

High School: _____ Graduation Date: _____

High school transcript) Month/Year

If not high school graduate, when did you complete the GED? _____

(copy of scores)

Have you taken the ACT? ____ Did you send a copy to ECCC? ____ If no, please send ____

Have you ever attended ECCC? ____ If so, when? ____

Date on your record when you attended ECCC: _____

Parent, Spouse, or Guardian: _____

Home Address: _____

Have you ever attended another college? ____ If yes, what college(s)? _____

(attach transcript from each college)

What semester do you plan to enroll? Summer ____, Fall ____, Spring ____ of 19 ____

Please complete the application for housing if you plan to live in the dormitory.

Program of study desired: _____

If Cosmetology is the program of study desired, a \$50 fee must be included for this application to be complete.

All transcripts must be filed with the Director of Admissions before the process is complete. False or inaccurate information on this application is cause for dismissal from East Central Community College.

Mail to: Director of Admissions _____

East Central Community College
Decatur, Mississippi 39327

Signature of applicant

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The College is in compliance with Title VI or the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1972, and the Americans With Disabilities Act of 1990.

Revised: January 1996

1. PRESIDENT'S HOME
2. ADMINISTRATION
3. STUDENT SERVICES - HUFF AUDITORIUM
4. CROSS SCIENCE HALL
5. FACULTY HOUSES
6. NEWSON HALL
7. JACKSON HALL
8. MARY CATERERIA
9. NEWTON HALL
10. SULLIVAN CENTER - STUDENT ACTIVITIES
11. TODD HALL
12. WINSTON HALL
13. BRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER
14. BURTON LIBRARY
15. OVID'S VICKERS FINE ARTS CENTER
16. TENNIS COURTS
17. MEN'S GYMNASIUM
18. SCOTT HALL
19. NESHORAL HALL
20. LEAKE HALL
21. VOCATIONAL-TECHNICAL ANNEX
22. WARREN FIELD (SOFTBALL)
23. CHRIS GAY MEMORIAL FIELD

24. BRACKEN-WOOD GYMNASIUM
25. BSU
26. SULLIVAN PARK
27. HARRISON MEMORIAL GARDEN
28. SKILL/TECH ONE-STOP CAREER CENTER
29. ASSOCIATE DEGREE NURSING CHILDCARE BUILDING
30. SOUTH CAMPUS
31. LADIES' SOFTBALL FIELD
32. RICHARD C. ETHELIDGE HALL



APPLICATION FOR HOUSING

East Central Community College

Decatur, Mississippi 39327

This application must be typed or printed and may accompany the admissions application if the applicant intends to live in campus housing. **A \$60.00 room deposit must accompany this form in order for the housing reservation to be complete.** If you have already sent an admissions application, or if you are a current student, please send this application along with your room deposit to the business office.

The deposit will be refunded when the student officially checks out of the residence unless the student is charged with room damage or the loss of keys. The deposit will be refunded if the reservation is canceled by August 1st of the year of enrollment.

1. Name in full _____ Soc. Sec. Number _____
(Last) (First) (Middle)

2. Address _____

3. Home Phone _____ Date of Birth _____

4. Male _____ Female _____ Smoker: Yes _____ No _____

5. Single _____ Married _____ Divorced _____ Race _____

6. Semester you plan to enter East Central: Fall 19 _____, Spring 19 _____

7. Classification: Freshman _____ Sophomore _____ Transfer Student _____

8. Who should be contacted in case of an emergency? Name _____

Address _____ Phone _____ Relationship _____

9. Dormitory preference _____

10. Do you require any special accommodations? Yes _____ No _____

If "yes" please explain _____

11. Please specify if you will be participating in athletics or band on scholarship.

Yes _____ No _____ If "yes" please list _____

12. Roommate preference _____
(Name) (Address) (Phone)

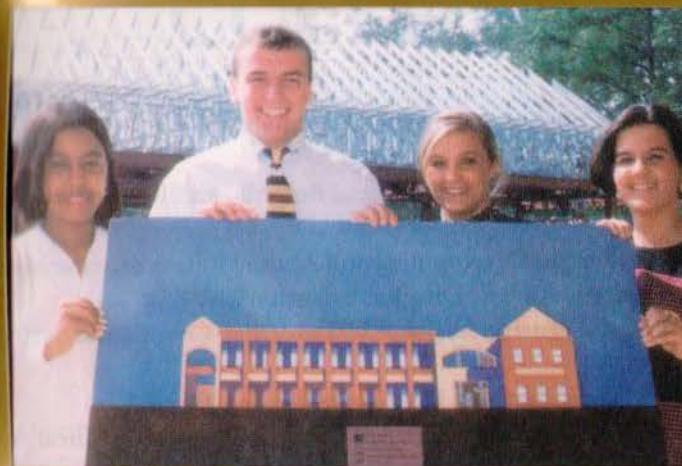
NOTE: BOTH ROOMMATES MUST HAVE ROOM DEPOSITS ON FILE PRIOR TO RECEIVING ASSIGNMENTS. PRIORITIES FOR ROOM ASSIGNMENTS ARE DETERMINED ACCORDING TO WHEN DEPOSITS ARE RECEIVED.

Signature

Date

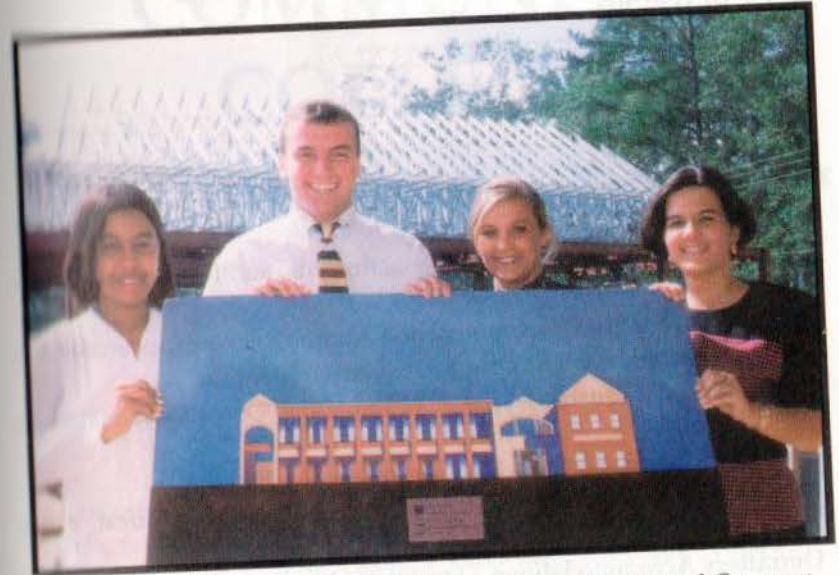
Please direct correspondence to:
East Central Community College
Business Office
P. O. Box 129
Decatur, MS 39327

EAST CENTRAL COMMUNITY COLLEGE



1999-2000

EAST CENTRAL COMMUNITY COLLEGE



Student Body Association officers for 1998-99 (from left) Crystal Gee, secretary, of Carthage; B. J. Morrow, treasurer, of Neshoba Central High School; Ragan Mitchell, vice president, of Nanih Waiya; and Laura Ming, president, of Louisville, display an architect's depiction of the College's new Student Union Building which is under construction in the background.

1999 - 2000

E.C.C.C. LIBRARY

ECCC
WITH YOU IN MIND

INFORMATION DIRECTORY

Mailing Address:

EAST CENTRAL COMMUNITY COLLEGE
P.O. BOX 129
DECATUR, MISSISSIPPI 39327
www.eccc.cc.ms.us
1-877-GO2-ECCC

Telephone Switchboard: (601) 635-2111 (Daytime)

Administrative, President, extension 200.

Admissions, Director of Admissions, Records, and Research, extension 206.

Alumni, Director of Development and Alumni Relations, extension 311.

Athletic Matters, Athletic Director, extension 246.

Business and Industry Assistance, Industrial Coordinator, extension 265.

Business Matters, Business Manager, extension 208.

Counseling, Academic - extension 231, **Vocational-Technical**, extension 214 or 245.

Dormitory Accommodations, Director of Housing, extension 213.

Evening Programs - Director of Adult and Continuing Education, extension 279.

Graduation, Dean of Instruction, extension 202.

Instructional Matters, Dean of Instruction, extension 202.

Scholarships, Student Jobs, and Other Student Services, Dean of Students, extension 204.

Student Aid, Director of Financial Aid, extension 218 or 326.

Summer School, Dean of Instruction, extension 202.

Transcripts, Schedules and Bulletins, Director of Admissions, Records, and Research, extension 206.

Telephone - Evenings and Holidays

Security Guard

(601) 635-2121

Athletic Department (if open)

635-2679

Jackson Hall Hostess (if open)

635-3237

Newsome Hall Hostess (if open)

635-2126

Physical Plant (if open)

635-3246

—BULLETIN—

EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi

Accreditation

East Central Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone Number 404-679-4501, to award the Associate Degree.

(85th)

Seventy-Second Annual Session 1999-2000

(The College reserves the right to change any policies announced herein when deemed necessary.)

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NON-DISCRIMINATION

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

CHAPTER 1 ORGANIZATION BOARD OF TRUSTEES

LEAKE COUNTY

Edie Rogers	Route 2, Box 36, Walnut Grove, MS 39189
James O'Neal	2488 Highway 16 West, Carthage, MS 39051
Mrs. Janie Wilbanks	Route 5, Box 130, Carthage, MS 39051
James E. Petty, Leake Co. Supt. of Education	P. O. Drawer 478, Carthage, MS 39051
Larry K. Moore	Route 7, Box 246, Carthage, MS 39051
William Edward Kitchings	1497 Highway 35 South, Carthage, MS 39051

NESHOBA COUNTY

Edsel Cliburn	Route 5, Box 340C, Union, MS 39365
Mrs. Ramona Adcock	Route 5, Box 445, Philadelphia, MS 39350
Steve Nelson, Neshoba Co. Supt. of Education	Box 338, Philadelphia, MS 39350
Prentice Copeland	Route 2, Box 362, Philadelphia, MS 39350
Mrs. Rivers Breazeale	1140 Golf Course Road, Philadelphia, MS 39350
Eddie Willis	410 Ivy Street, Philadelphia, MS 39350

NEWTON COUNTY

Gary McDill	P.O. Box 148, Conehatta, MS 39057
Billy Nicholson	P.O. Box 248, Union, MS 39365
Jack Winstead	5337 Lawrence-Hazel Road, Lawrence, MS 39336
Mrs. Myrtle Burton	804 Martin Luther King Drive, Newton, MS 39345
Bill Thames	201 Lillian Avenue, Newton, MS 39345

SCOTT COUNTY

Vernon Crotwell	P. O. Box 526, Morton, MS 39117
Frank McCurdy, Scott Co. Supt. of Education	100 East First Street, Forest, MS 39074
A. F. Hollingsworth	21925 Hwy 80, Lake, MS 39092
Mrs. Rebecca Farris	P.O. Box 56, Morton, MS 39117
Tommy A. Harrison	4405 Hwy 21 N., Forest, MS 39074
Jackie L. Bradford	174 Bradford Lane, Forest, MS 39074

WINSTON COUNTY

Randal Livingston 247 Livingston Road, Louisville, MS 39338
 Jerry Nance 180 Moody-Nance Road, Louisville, MS 39338
 Delane Hudson 400 Sylvester Road, Louisville, MS 39338
 Paul Simmons 521 South Columbus Avenue, Louisville, MS 39338
 Leo Parker 1194 Mt. Pisgah Road, Noxapater, MS 39346
 Dr. John Garner, Jr. P. O. Box 909, Louisville, MS 39338
 Prentice Copeland, Chairman

BOARD OF SUPERVISORS**LEAKE COUNTY**

Tony M. Smith, 809 Euclid Street, Carthage, MS 39051 Beat 1
 Larry Cooper, 1872 Cooper Road, Carthage, MS 39051 Beat 2
 Oliver Smith, 103 Togo Road, Carthage, MS 39051 Beat 3
 Cline Watkins, 165 Sunnyside Drive, Lena, MS 39094 Beat 4
 Davis Gill, 181 Gill Street, Walnut Grove, MS 39189 Beat 5

NESHOBA COUNTY

Gary D. Chamblee, Route 5, Box 365, Philadelphia, MS 39350 Beat 1
 James M. "Mike" Allen, Route 2, Box 294-A,
 Philadelphia, MS 39350 Beat 2
 Harold Kenneth Reynolds, Route 3, Box 437, Union, MS 39365 Beat 3
 Aubrey Nicholson, Route 5, Box 106, Union, MS 39365 Beat 4
 James A. Young, 609 Ivy Street, Philadelphia, MS 39350 Beat 5

NEWTON COUNTY

Walter E. Gardner, P. O. Box 426, Decatur, MS 39327 Beat 1
 Dale Alexander, 8744 Chunky-Duffee Road, Little Rock, MS 39337 Beat 2
 Charles Moulds, 13037 Highway 489, Decatur, MS 39327 Beat 3
 L. M. "Bubba" Bonds, 5595 Highway 505, Lawrence, MS 39336 Beat 4
 Jimmy L. Johnson, 1200 Johnson Road, Chunky, MS 39323 Beat 5

SCOTT COUNTY

Chuck Wade, 885 Sparksville Road, Forest, MS 39074 Beat 1
 Steve Lee, 3021 Lake Norris Road, Lake, MS 39092 Beat 2
 Buford Palmer, Jr., 300 Buford Palmer Road, Morton, MS 39117 Beat 3
 Jack Gordon, 094 Gordon Road, Morton, MS 39117 Beat 4
 Isaac Weems, 2821 Pleasant Ridge Road, Forest, MS 39074 Beat 5

WINSTON COUNTY

Jerry C. Estes, 137 McCullough Road, Louisville, MS 39339 Beat 1
 Bob Goodin, 14527 Highway 397, Louisville, MS 39339 Beat 2
 Michael A. Peterson, 220 J. Foster Road, Louisville, MS 39339 Beat 3
 Lamar Turnipseed, 2655 Turnipseed Road, Weir, MS 39772 Beat 4
 Randall Johnson, 239 Union Ridge Road, Noxapater, MS 39346 Beat 5

ADMINISTRATION

EDDIE M. SMITH PRESIDENT (1985)
 A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; Ed.D., University of Southern Mississippi

PHIL A. SUTPHIN DEAN OF INSTRUCTION (1988)
 A.A., Wood Junior College; B.A., B.S., M.A.T., Mississippi State University; Ed.D., Mississippi State University

MICKEY VANCE BUSINESS MANAGER (1992)
 A.S., East Central Community College; B.S., M.P.A., University of Southern Mississippi

RANDALL LEE DEAN OF STUDENTS (1994)
 A.A., East Central Junior College; B.S., M.Ed., University of Southern Mississippi

RAYMOND McMULLAN DIRECTOR OF ADMISSIONS,
 RECORDS, AND RESEARCH (1968)
 A.A., East Central Junior College, B.S., M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University

GENE DAVIS DIRECTOR OF ADULT
 AND CONTINUING EDUCATION (1985)
 B.S., M.Ed., Ed.S., Mississippi State University; further work at William Carey College and Mississippi State University

JOHN ADCOCK DIRECTOR OF VOCATIONAL-
 TECHNICAL INSTRUCTION (1974)
 B.S., University of Southern Mississippi; M.Ed., Delta State University; Ed.S., Mississippi State University

MAUDEAN SANDERS ... ASSISTANT DIRECTOR OF VOCATIONAL-
 TECHNICAL INSTRUCTION (1993)
 A.A., East Central Junior College; B.S., Mississippi University for Women; M.Ed., Mississippi State University; further work at Mississippi State University; University of Southern Mississippi

- ERLE E. "BUBBY" JOHNSTON, III DIRECTOR OF PUBLIC INFORMATION (1980)
B.S., Mississippi State University
- ROBERT MURPHY DIRECTOR OF PHILADELPHIA-NEISHORA COUNTY VOCATIONAL-TECHNICAL CENTER (1984)
A.A., Holmes Junior College; B.S., Mississippi State University; M.Ed., Delta State University
- MIKE DEARING DIRECTOR OF MAINTENANCE (1980)
A.A., East Central Junior College
- LARRY BLACKBURN CAREER CENTER TEAM LEADER (1973)
A.A., East Central Junior College; B.S., M.S., University of Southern Mississippi
- DAVID CASE .. DIRECTOR FOR TECHNOLOGY MANAGEMENT (1989)
B.S., University of Mississippi; M.B.A., Millsaps College; further work at the University of Alabama
- LARRY HOGUE DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS (1986)
A.A., East Central Junior College; B.S., Delta State University; M.S., University of Southern Mississippi
- SAMUEL PACE ATHLETIC DIRECTOR / WOMEN'S BASKETBALL COACH (1983)
A.A., East Central Junior College; B.S., M.Ed.; further work at Mississippi State University

PROFESSIONAL STAFF

- MICHAEL ALEXANDER ACADEMIC COUNSELOR (1986)
A.A., Meridian Junior College; B.S., University of Southern Mississippi; M.Ed., University of West Alabama
- SANDRA AMIS .. COORDINATOR OF TECH PREP EDUCATION (1997)
A.A., East Central Junior College; B.A., M.Ed., Mississippi State University; further work at University of Southern Mississippi and University of Mississippi
- MIKE ANDERSON DIRECTOR OF ACTIVITIES / WOMEN'S SOFTBALL COACH (1973)
A.S., East Central Junior College

- ALFRED BAILEY DIRECTOR OF VOCATIONAL INDIVIDUALIZED DEVELOPMENTAL SYSTEM (1971)
B.B., University of Southern Mississippi; M.Ed., Mississippi State University; further work at University of Tennessee, Memphis State University, Memphis Area Vocational School and Memphis Technical School
- BRANDI BAUCUM ACCOUNTANT II (1997)
A.A., East Central Community College; B.Accy., M.Accy., University of Mississippi
- JETIE "JAY" D. BOWEN, III MEN'S BASKETBALL COACH (1998)
B.A., Christian Brothers College; M.Ed., Memphis State University; further work at University of Mississippi
- ANN BURKES LIBRARIAN (1969)
A.A., East Central Junior College; B.S., M.S., Ed.S., University of Southern Mississippi; further work at Mississippi State University and the University of Southern Mississippi
- BRUNDA G. CARSON DIRECTOR OF FINANCIAL AID (1982)
A.A., East Central Junior College; B.S., M.Ed., Delta State University
- JAMIE CLARK BASEBALL COACH, STUDENT RECRUITER (1987)
B.S., M.Ed., Delta State University
- TIMOTHY E. COATS ASSISTANT FOOTBALL COACH (1995)
B.S., Mississippi College
- JIMMY C. DEMPSEY VOCATIONAL-TECHNICAL COUNSELOR (1990)
B.S., Delta State University; M.Ed., Mississippi State University
- TODD ELDRIDGE LIBRARY TECHNICAL ASSISTANT AND WEBMASTER (1997)
B.F.A., M.S., Mississippi State University
- RON FOREST WORKFORCE SPECIALIST (1998)
B.S., Mississippi State University; M.A., Ball State University
- CYNTHIA LANETTE HANNA RECRUITER / TECH PREP CAREER CENTER DIRECTOR (1995)
A.A., East Central Junior College; B.B.A., Mississippi State University
- JAMES HANSFORD INDUSTRIAL COORDINATOR (1979)
A.A.S., East Central Junior College; B.S., M.Ed., Mississippi State University
- MARY F. HANSON .. DIRECTOR OF LEARNING SKILLS CENTER (1997)
B.A., Baylor University; M.Ed., Southern Methodist University; further work at Texas A & M at Commerce

- GLORIA JOHNSON ASSISTANT LIBRARIAN (1978)
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further work at Mississippi State University; University of Southern Mississippi; Jackson State University
- STEVE KELLY ASSISTANT FOOTBALL COACH (1998)
A.A., Pearl River Community College; B.S., M.S., University of Southern Mississippi
- JOE A. KILLENS DIRECTOR OF STUDENT LIFE/
STUDENT RECRUITER (1997)
B.S., University of Southern Mississippi; M.Ed., University of Mississippi
- JOSEPH TODD MANGUM ASSISTANT FOOTBALL COACH (1998)
B.S., M.Ed., William Carey College
- MARIA MCLEOD ASSISTANT TO THE DIRECTOR
OF PUBLIC INFORMATION (1997)
A.A., East Central Community College; B.S., Mississippi College
- DEREK PACE ASSISTANT DIRECTOR FOR
TECHNOLOGY MANAGEMENT (1996)
B.S., University of Southern Mississippi
- TAMMY PARKES COUNSELOR, PHILADELPHIA-NESHOBIA
COUNTY VOCATIONAL-TECHNICAL CENTER (1991)
B.A., Delta State University; M.Ed., Delta State University; Ed.S., Mississippi State University
- R. T. PURVIS INFORMATION TECHNOLOGY
TECHNICAL SPECIALIST (1998)
A.A., East Central Community College; B.A.S.W., Mississippi State University; further work at Mississippi State University, Meridian.
- JOSEPH RENAUD PERSONAL DEVELOPMENT SPECIALIST (1995)
A.A., Jones County Junior College; B.S., M.Ed., University of Southern Mississippi
- GLORIA RIGDON COLLEGE NURSE (1996)
A.S.N., East Central Community College
- LEE ANN SCOGGIN ADMINISTRATIVE ASSISTANT
TO THE PRESIDENT (1972)
A.A., East Central Junior College; B.S., Mississippi State University
- LAURA R. THORNE ACCOUNTANT (1991)
A.A.S., East Central Junior College; A.A., East Central Community College; B.P.A., Mississippi State University
- TERRY A. UNDERWOOD HEAD FOOTBALL COACH (1995)
A.A., Jones County Junior College; B.S., M.Ed., Delta State University

- NATALIE VANCE BASIC SKILLS SPECIALIST (1997)
A.A., Copiah-Lincoln Junior College; B.S., Mississippi State University; M.Ed., University of North Texas; further work at Mississippi State University
- RONALD B. WESTBROOK DIRECTOR, SMALL BUSINESS
DEVELOPMENT CENTER (1994)
A.A.S., East Central Junior College; B.S., Mississippi State University
- ROGER WHITLOCK WORK-BASED LEARNING
COORDINATOR (1994)
B.S., M.Ed., Mississippi State University
- GAIL D. WOOD ASSISTANT LIBRARIAN (1975)
A.A., Hinds Junior College; B.A., University of California, Santa Barbara; M.S., University of Southern Mississippi; further work at University of Southern Mississippi
- ## FACULTY
- ROSEMARY ADCOCK SPECIAL POPULATIONS INSTRUCTOR -
MATHEMATICS (1996)
B.S., Mississippi State University
- ALFRED BAILEY VOCATIONAL INDIVIDUALIZED
DEVELOPMENTAL SYSTEM (1971)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at University of Tennessee, Memphis State University, Memphis Area Vocational School and Memphis Technical School
- LEONARD BARRIER ENGLISH (1989)
A.A., East Central Junior College; B.A., M.A., Mississippi College; further work at Mississippi State University
- JIM BLACKBURN ELECTRONIC TECHNOLOGY (1993)
A.A.S., East Central Community College; further work at Mississippi State University
- MARY E. BOULTON GERONTOLOGY (1998)
A.A., East Central Community College; B.A., Mississippi State University, Meridian, M.S.W., University of Southern Mississippi
- WANDA BRACKEEN COSMETOLOGY INSTRUCTOR (1998)
Certificate in Cosmetology, Teacher Training Certificate in Cosmetology, East Central Community College
- ELIZABETH BRELAND BUSINESS TECHNOLOGY (1975)
B.S., M.Ed., Mississippi College; further work at Mississippi State University

- JARED C. BROWNLEE..... ASSISTANT BAND DIRECTOR (1988)
B.S., Delta State University; M.M.Ed., University of Mississippi
- KATHARINE K. BUCKMAN .. LICENSED PRACTICAL NURSING (1988)
A.D.N., Meridian Community College
- ANN T. BULLOCK BUSINESS TECHNOLOGY (1988)
B.S., M.Ed., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University
- L. B. BULLOCK MATHEMATICS, COMPUTER SCIENCE (1988)
B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at University of Southern Mississippi; Jackson State University
- ANN BURKES LIBRARY SCIENCE (1988)
A.A., East Central Junior College; B.S., M.S., Ed.S., University of Southern Mississippi; further work at Mississippi State University and the University of Southern Mississippi
- ROGER BURKES METAL TRADES PHILADELPHIA-NESHOBIA COUNTY VOCATIONAL-TECHNICAL CENTER (1991)
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.C.S., University of Mississippi
- THOMAS W. CARSON BAND DIRECTOR/MUSIC (1982)
A.A., East Central Junior College; B.M.E., M.M.E., Delta State University
- JAMES C. CLARK ELECTRONICS TECHNOLOGY (1998)
A.S., Consumer Electronics, A.S., Television Service, Solano Community College
- RICHARD W. CLARK MACHINE SHOP TECHNOLOGY (1988)
A.A., East Central Junior College; further work at Mississippi State University
- WILLIAM H. COPES, JR. COMMERCIAL TRUCK DRIVING INSTRUCTOR (1996)
Baker High School, Baker, LA
- PATTI DAVIS..... BIOLOGY (1994)
A.S., East Central Community College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi State University
- RONALD DAVIS..... BIOLOGY (1987)
A.S., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi State University and University of Southern Mississippi
- DANA L. DEAR..... ADN INSTRUCTOR (1999)
A.A., Meridian Community College; B.S.N., University of Mississippi; M.S.N., Mississippi University for Women

- ALFORD DEATON..... PHYSICS (1968)
B.S., M.Ed., Mississippi State University; further work at Mississippi State University and University of Mississippi
- HERRILL M. EVANS ADN INSTRUCTOR (1998)
A.A., A.D.N., Meridian Community College; B.S., M.S., Ed.S., M.S.N., University of Southern Mississippi; Ph.D., Ed.S., Mississippi State University; Nurse Practitioner Certificate, University of Alabama, Birmingham
- THOMAS FORTENBERRY COMPUTER TECHNOLOGY (1998)
A.A., Meridian Community College; A.A., East Central Community College; further work at Mississippi State University, Meridian
- PATRICIA L. GADDIS ADN INSTRUCTOR (1994)
A.A., Meridian Junior College; B.S., M.S., University of Southern Mississippi; M.A.T., Mississippi State University
- CYNTHIA M. GAUDIN ADN INSTRUCTOR (1994)
C.R.N.I., Intravenous Nurses Certification Corp.; B.S.N., LSU Medical School of Nursing; M.S.N., University of Alabama at Birmingham School of Nursing
- KATHERINE K. GEORGE CHILD DEVELOPMENT TECHNOLOGY (1986)
A.A., Hinds Junior College; B.S., University of Southern Mississippi; further work at University of Southern Mississippi, Mississippi College, Mississippi State University, and Millsaps College
- CONRAD GERMANY COLLISION REPAIR TECHNOLOGY (1990)
A.A., East Central Community College; prior work at University of West Florida; Pensacola Junior College; in-service workshops Florida and Mississippi; professional training certificates from General Motors, Mitchell International, Dupont, I-Car, Chief Automotive Systems, Akzo Nobel.
- LISA GORGAS..... ADN INSTRUCTOR (1997)
A.D.N., Meridian Community College; M.S.N., University of Southern Mississippi
- BRUCE GURAEDY ART (1975)
B.A., M.Ed., University of Southern Mississippi; further work at Mississippi State University and Mississippi College
- LAURA HAMMONS ENGLISH (1997)
B.A., Belhaven; M.A., Mississippi College
- RICKY HARRISON .. DRAFTING AND DESIGN TECHNOLOGY (1983)
A.A.S., East Central Junior College; B.S., University of Southern Mississippi; further work at Mississippi State University

- CORINNE HAYES SCIENCE AND TECHNOLOGY
INSTRUCTOR (1987)
B.S., M.S., University of Southern Mississippi
- BETTYE SUE HENNINGTON BIOLOGY/CHEMISTRY (1988)
B.S., M.Ed., Delta State University; Ph.D., University of Mississippi
- CHARLES W. HINSON MUSIC (1983)
A.A., Copiah-Lincoln Junior College; B.M.Ed., University of Southern Mississippi; M.M.Ed., Louisiana State University; further work at University of Southern Mississippi and Florida State University
- SAMMY G. HOLDINESS COMMERCIAL TRUCK DRIVING
ASSOCIATE INSTRUCTOR (1988)
A.A., East Central Community College; B.S., Mississippi State University
- ROBERTA HOLT BUSINESS ADMINISTRATION AND
ACCOUNTING (1981)
B.S., M.S., Mississippi University for Women; further work at Mississippi State University
- LILA HUNT SPEECH AND THEATER (1997)
B.A., Southern Illinois University; M.A., St. Louis University; further work at University of Texas; Alabama A & M University, and Kansas State University
- JANICE JACOBS SURGICAL TECHNOLOGY (1993)
Operating Room Technologist Certificate, A.D.N., Meridian Community College
- BRENDA JOHNSON COMPUTER TECHNOLOGY (1983)
A.A.S., East Central Junior College; further work at Mississippi State University; Novell Certified Administrator
- GLORIA JOHNSON LIBRARY SCIENCE (1978)
B.S., Mississippi Valley State University; M.L.S., University of Mississippi; further work at Mississippi State University; University of Southern Mississippi; Jackson State University
- GERALD JORDAN WELDING (1998)
A.A., East Central Junior College; further work at Mississippi State University; Jackson State University; University of Southern Mississippi
- THOMAS KEY BIOLOGY (1991)
B.A., M.A., Southern Methodist University; Certificate in Radiation Biophysics, University of California at Berkeley; ED.D. (Biology) Ball State University; further work at Indiana University, Oglethorpe University, Clark College, Antioch Seminary, Immanuel Seminary
- BRENDA W. KIRBY ADN INSTRUCTOR (1994)
A.A., East Central Junior College; A.D.N., Meridian Community College; B.S.N., M.S.N., University of Southern Mississippi

- HENRYA M. KIRK MUSIC/KEYBOARD (1998)
A.A., Northeast Community College; B.M.Ed., M.M.Ed., Mississippi College
- HEDRICK F. LYONS ... CARPENTRY AND CABINET MAKING (1988)
Certificate, Carpentry and Cabinet Making, East Central Junior College
- MARCUS D. McCOOL SOCIAL SCIENCE (1998)
A.A., East Central Community College; B.A.E., University of Mississippi; M.E., Mississippi State University
- MARTHA McELHENNEY ADN INSTRUCTOR (1996)
A.A., Meridian Junior College; Diploma, Three Year Diploma, Matthe Herse School of Nursing; B.S., University of Southern Mississippi; M.S.N., Mississippi University for Women
- MAXINE McKEE SOCIOLOGY INSTRUCTOR (1996)
B.A., M.A., Jackson State University; further work at Jackson State University
- LISA McMILLIN BUSINESS TECHNOLOGY INSTRUCTOR (1997)
B.B., Master's degree in Vocational Ed., Ed.D. in Technology & Ed., Mississippi State University
- LOIS McMULLAN MATHEMATICS (1970)
B.S., Mississippi College; M.Ed., University of Southern Mississippi; further work at University of Southern Mississippi and Mississippi State University
- DALE McNAIR AUTOMOTIVE TECHNOLOGY (1996)
A.A., East Central Junior College; further work at Mississippi State University
- GLORIA S. McRAE MATHEMATICS (1994)
A.A., East Central Junior College; B.M.Ed., University of Southern Mississippi; M.Ed., Mississippi State University; further work at Mississippi University for Women
- POLLY B. MAYES DRAFTING AND DESIGN (1987)
A.A.S., East Central Junior College; further work at University of Southern Mississippi
- LESTER S. MILES HEATING AND AIR-CONDITIONING
TECHNOLOGY (1984)
A.A., East Central Community College; Certificates: Refrigeration and Air-Conditioning from Mississippi Delta Junior College; Carrier Corporation, Memphis, Tennessee; further work at Mississippi State University
- GARY ANN MOORE MATHEMATICS (1997)
A.A., East Central Community College; B.S., M.Ed., Delta State University

- PATSY MOORE ENGLISH (1988)
B.S., M.Ed., Ed.S., Mississippi State University
- WANDA E. MOORE ECONOMICS (1995)
A.A., East Central Community College; B.B.A., M.B.A., Mississippi State University; further work at Mississippi State University
- WENDY BUCHANAN-MOORE ADN INSTRUCTOR (1997)
A.A., Meridian Community College; B.S., M.S.N., University of Southern Mississippi
- WILLIAM NORCROSS AUTOMOTIVE MECHANICS
PHILADELPHIA-NESHOBIA COUNTY
VOCATIONAL-TECHNICAL CENTER (1994)
Attended East Central Community College; Mississippi State University
- SAMUEL PACE SOCIOLOGY (1988)
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at Mississippi State University
- VIRGINIA B. PACE ENGLISH (1991)
A.A., East Central Community College; B.S., M.Ed., Mississippi State University
- ROBERT LEE PEARSON AUTOMOTIVE TECHNOLOGY (1986)
A.A.S., Hinds Community College; Certificate- Automotive Mechanics, East Central Community College; further work at Mississippi State University and University of Southern Mississippi; Certificates in ten areas Ford Motor Company; Factory trained General Motors and Chrysler; Certified eight areas of Automotive Service Excellence; Paramedic, Shelton State Community College
- BRENDA G. PIERCE BUSINESS & COMPUTER TECHNOLOGY
PHILADELPHIA/NESHOBIA CENTER (1986)
A.A., East Central Junior College; B.A., University of Southern Mississippi; M.Ed., University of Southern Mississippi
- LINDA B. PIERCE ENGLISH (1994)
A.A., East Central Junior College; B.S., M.S., University of Southern Mississippi; Ed.S., Mississippi State University; further work at University of Mississippi; University of Southern Mississippi; Mississippi College; Mississippi State University
- ALICE POUNCEY ... PSYCHOLOGY AND HOME ECONOMICS (1969)
A.A., Jones County Junior College; B.S., University of Southern Mississippi; M.Ed., Livingston University; further work at University of Southern Mississippi and Mississippi State University

- BILL POWE INDUSTRIAL SEWING INSTRUCTOR
PHILADELPHIA-NESHOBIA COUNTY
VOCATIONAL-TECHNICAL CENTER (1996)
Attended East Central Community College
- BOBBY PRICE VOCAL MUSIC INSTRUCTOR (1997)
B.M., Church Music, M.M., Vocal Performance, Mississippi College; further work in Opera Performance at Boston University, Boston, MA
- HAYWOOD REEVES MATHEMATICS (1998)
A.A., East Central Community College; B.S., M.S., Ed.S., Mississippi College
- CAROL S. SHACKELFORD ENGLISH (1998)
A.A., East Central Community College; B.S., M.Ed., Ed.S., Mississippi State University
- MELINDA B. SMITH ENGLISH (1995)
A.A., East Central Junior College; B.S., M.S., University of Southern Mississippi
- MARTHA STOKES ALLIED HEALTH INSTRUCTOR
PHILADELPHIA NESHOBIA COUNTY CENTER
VOCATIONAL-TECHNICAL CENTER (1998)
A.D.N., Meridian Community College
- SANDRA L. THOMAS LICENSED PRACTICAL NURSING (1992)
A.D.N., Meridian Junior College
- BOBBY F. THRASH COMPUTER SCIENCE (1998)
A.S., East Central Junior College; B.A., M.S., University of Southern Mississippi; M.S., Johns Hopkins University; further work at the University of North Texas and the University of West Florida
- THOMAS W. THRASH SOCIAL SCIENCE (1962)
A.A., East Central Junior College; B.S., M.S.S., Mississippi State University; further work at University of Southern Mississippi and Mississippi State University
- SANDRA L. WEDGEWORTH RELATED STUDIES
PHILADELPHIA-NESHOBIA COUNTY
VOCATIONAL-TECHNICAL CENTER (1991)
A.A., East Central Junior College; B.A., University of Southern Mississippi; further work at Utah State University and Colorado School of Mines
- JUANITA WEST SPEECH (1992)
A.A., Clarke College; B.A., William Carey College; M.S., University of Southern Mississippi; further work at Mississippi State University, University of Missouri, and University of Southern Mississippi

- JASON WHITE TECHNOLOGY APPLICATIONS INSTRUCTOR
PHILADELPHIA-NESHOBA COUNTY
VOCATIONAL-TECHNICAL CENTER (1997)
A.A.S., East Central Community College; B.S., University of West Alabama
- LEESA LEE WILKINSON ... MUSIC INSTRUCTOR-KEYBOARD (1996)
B.M.E., M.M.E., Mississippi State University; further work at the University of Southern Mississippi
- GAIL D. WOOD LIBRARY SCIENCE (1978)
A.A., Hinds Junior College; B.A., University of California, Santa Barbara; M.S., University of Southern Mississippi; further work at University of Southern Mississippi
- LUCILLE WOOD.. PHYSICAL EDUCATION AND EDUCATION (1986)
A.A., East Central Junior College; B.S., M.A., University of Southern Mississippi; further work at University of Mississippi, University of Southern Mississippi and Mississippi State University
- MARY ANN WRIGHT CHILD DEVELOPMENT
TECHNOLOGY (1993)
B.S., University of Mississippi; further work at the University of Southern Mississippi, Mississippi State University, and the Ross Collins Vocational Center

ADJUNCT FACULTY

- CARRIE ALFORD ENGLISH
A.A., East Central Junior College; B.S., M. Ed., Mississippi State University
- DANNY ALEXANDER PHYSICS
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University
- BRENDA A. BATEY SPANISH
A.A., Mississippi Gulf Coast Community College; B.A.S., University of Southern Mississippi; M.A., Mississippi State University. Additional work at University of Arkansas
- TANYA BOLER ENGLISH
A.A., East Central Community College; B.S., and M.Ed., Miss State University
- SHERRY BOONE ENGLISH
A.A., Hinds Junior College; B.A., M.A., Mississippi College

- EATHIE BOUNDS ENGLISH
B.B., Mississippi State University for Women; M.Ed., Mississippi State University
- TERESA BOYKIN NURSING
I.P.N., A.D.N., Meridian Junior College; B.S.N. University Medical Center; M.S.N., University of Southern Mississippi
- MARK BYRD PSYCHOLOGY
B.B., U.S. Military Academy; M.Ed., Boston University; Psy.D., Spalding University
- JAMIE CALVERT MEDICAL TERMINOLOGY
A.A., East Central Community College; B.S., University of Mississippi Medical Center
- LUIS CARTEGENA SPANISH
A.A., Technology Agriculture Institute; B.A., University of Chile; M.Ed., University of Chile
- DIANNE CARTER MATHEMATICS
B.S., Mississippi State College for Women; M.Ed., Mississippi State University
- JOE CLARK MATHEMATICS
A.A., East Central Junior College; B.A., Livingston State College; M.Ed., Mississippi College; further work at Mississippi State University
- RAYMOND CLARK MATHEMATICS
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University; further work at Mississippi State University
- GAIL COATS MATHEMATICS
A.A., East Central Junior College; B.S., M.Ed., Mississippi State University
- LINDA CORLEY SPEECH
A.A., East Central Junior College; B.S., M.S., M. Phi., University of Southern Mississippi
- DENISE CROTWELL LIBRARY ASSISTANT
A.S., East Central Junior College; B.S., M.L.S., University of Southern Mississippi
- RANDY CUCHENS MUSIC
B.M.E., University of Southern Mississippi; M.C.M., New Orleans Baptist Theological Seminary
- LINDA DEWEESE MATHEMATICS
A.A., East Central Junior College; A.A., Meridian Junior College; B.S., Mississippi State University, Meridian; M.Ed., Mississippi State University

- RANDY EDGAR MUSIC
B.S., B.A., Mississippi State University; M.A., Jacksonville State University, AL; M.S., Southwest Georgia College
- NANCY ELLIS ENGLISH
B.A., Mississippi University for Women; M.A., Mississippi State University
- ED FAUROT FORESTRY
A.A., Holmes Junior College; B.S., M.Ed., Mississippi State University
- ROBIN FULTON MATHEMATICS
B.S., Mississippi State University
- KIM GANDY SPANISH
A.A., East Central Community College; B.A., Mississippi State University
- DAVID GERMANY ENGLISH
B.A., Warner Southern College; M.Ed., Ed.S., Mississippi State University
- SUSAN GORDON ENGLISH
A.A., Holmes Junior College; B.S., M.Ed. Mississippi State University
- FRANCES GRAHAM PSYCHOLOGY
A.A., East Central Junior College; B.S., M.S., Mississippi State University
- LISA GREENWOOD COMPUTER
B.S., M.Ed., Mississippi State University
- LARRY GRESSETT PSYCHOLOGY
A.A., East Central Junior College; B.S., Mississippi College; further study at University of Southern Mississippi
- DAVID GRUMBACH BIBLE
A.A., Clarke College; B.A., Mississippi College; M.Div., D.Min., New Orleans Baptist Theological Seminary
- MARK GUNN HISTORY, GEOGRAPHY
A.A., East Central Community College; B.S., M.A., University of Southern Mississippi
- WILLIAM B. HOAGLIN PHILOSOPHY
B.A., M.A., Michigan State University
- JULIA FULTON HERRINGTON ECONOMICS
A.A., East Central Community College; B.S., Mississippi College; M.B.A., Mississippi State University
- JOYCE HILL COMPUTER TECHNOLOGY
B.S., M.Ed., Ed.S., Mississippi State University

- KATHY HUMPHRIES PHYSICAL EDUCATION
B.S., Delta State College; M.Ed., Mississippi State University
- BOB JACKSON HISTORY
B.A., University South Alabama; M.Ed., Mississippi State University
- BOB JOHNSON BIOLOGY
A.A., Meridian Junior College; B. S. University of Southern Mississippi; M.Ed. Mississippi State University
- KETH JUSTICE ENGLISH
A.A., Meridian Community College; B.A., M.A.T., Mississippi State University
- CHAROLE KELLER GOVERNMENT
B.A., Mississippi State University; Masters of Admin., Mississippi State University
- SHARON LE'JUNE BIOLOGY
A.A., East Mississippi Junior College; B.S. M.A.T., Ed.S. Livingston University
- MELISSA LEWIS CHILDCARE
B.C., M.S. Mississippi State University
- LARRY McCULLOUGH MATHEMATICS
A.A., East Central Community college; B.S., M.Ed., Mississippi State University
- RONIA McKENZIE MATHEMATICS
B.S., M.Ed., Georgia Southwestern; Doctorate, University of Southern Mississippi
- MATTIE CLAIRE McMILLAN NUTRITION
B.S., William Carey; M.Ed., University of Southern Mississippi with further studies at Mississippi State University and Mississippi College
- VIKKI McNAIR COMPUTER, MATHEMATICS
A.A., East Central Junior College; B. S. M.Ed., Mississippi State University
- ANNIE PEARL MATTHEWS GOVERNMENT
B. S. M.A.ED, Mississippi State University
- TONYA NOWELL PSYCHOLOGY
A.A., East Central Junior College; BA, M.S., Mississippi State University
- GERARD PABST CHEMISTRY
B.S., M.S., Ph.D., Mississippi State University
- KATHY PEARCE MATHEMATICS
A.A., Jones Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University

TERESA PEEBLES	HISTORY
B.A., M.A., University of Alabama; Ph.D., Indiana University	
PAMELA PEOPLES	PSYCHOLOGY
B.S. M.Ed., Ed.S., Mississippi State University	
SHARON REED	SPANISH
B.S., M.A., Ed.S., Mississippi State University	
CHARLOTTE REEVES	PSYCHOLOGY
B.S., University of Southern Mississippi; M.Ed., Mississippi State University	
JOHN REEVES	HISTORY
B.A., University of Mississippi; M.A., University of Alabama	
EULA RIVERS	COMPUTER
B.S., St. Mary's Dominican College; M.Ed., William Carey College; further work at Mississippi College and University of Southern Mississippi	
KEVIN RYALS	SPEECH
B.S., Mississippi State University; M.S., University of Southern Mississippi	
TOMMY SANDERS	AGRICULTURE
A.A., Northwest Mississippi Junior College; B.S., M.S., Mississippi State University	
JUDY SANDERS	HISTORY
B.S., M.Ed., Mississippi State University	
KIM SANFORD	HISTORY
A.A., Jones Community College; B.S.S., William Carey College; M.S.B., Mississippi College	
ROBERT SMITH	HISTORY
A.A., East Central Community College; B.S., M.Ed., Mississippi State University	
SHEILA SMITH	NUTRITION
A.A., East Central Junior College, B.S., M.S., University of Southern Mississippi	
PEGGY SNOW	SPECIAL EDUCATION
B.S., M.Ed., Mississippi State University	
RICHARD STILL	BUSINESS LAW
B.S., United States Naval Academy; J.D., and L.L.M., Georgetown University School of Law	
PAULA STOKES	ENGLISH
A.A., East Central Junior College; B.A., M.Ed., Mississippi State University	

MICHAEL THOMPSON	BIOLOGY
A.A., Meridian Community College; B.S., Mississippi College	
PAM THRASH	COMPUTERS
B.S., Mississippi State University; M.Ed., Mississippi State University	
SCOTT VAUGHN	BIBLE
B.B.A., University of Southern Mississippi; M.Div., New Orleans Baptist Theological Seminary	
DANNY WADE	HISTORY
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College	
JAMES R. WHITE	ENGINEERING
B.S., M.S., Mississippi State University	
KEVIN WHITE	GEOGRAPHY
B.S., Mississippi College; M.S., University of Southern Mississippi	
SYLVIA SLOAN WRIGHT	MATHEMATICS
B.S., M.Ed., Mississippi State University	

SECRETARIAL AND ADMINISTRATIVE SUPPORT STAFF

STACY ADDY	SECRETARY TO THE DIRECTOR OF ADMISSIONS, RECORDS AND RESEARCH (1998)
GENEVA BARKER	SECRETARY TO THE DIRECTOR OF THE PHILADELPHIA/NESHOBA COUNTY CENTER (1986)
MITSY BAYSINGER	SECRETARY TO THE DIRECTOR OF FINANCIAL AID (1997)
CATHY CARUCCI	ASSISTANT TO THE DIRECTOR OF FINANCIAL AID #2 (1997)
PATSY DEAN	SECRETARY TO THE BUSINESS MANAGER (1998)
TRACY DEARING	SECRETARY TO THE DEAN OF STUDENTS (1998)
BARBARA DEATON	SECRETARY TO THE FACULTY (1975)
TAMMIE FITZGERALD	SECRETARY TO THE BUSINESS MANAGER (1998)
CAROLE GERMANY	SECRETARY TO THE DEAN OF INSTRUCTION (1995)

MIDGE HEDRICK SECRETARY TO THE DIRECTOR OF ADULT
AND CONTINUING EDUCATION (1994)

CINDY F. HERRINGTON SECRETARY TO THE DIRECTOR
OF THE PHYSICAL PLANT (1995)

STACEY HOLLINGSWORTH SECRETARY TO THE DIRECTOR OF
DEVELOPMENT AND ALUMNI RELATIONS (1997)

ANGELA LUKE DATA MANAGEMENT CLERK (1995)

LINDA J. McKEE SECRETARY TO THE DIRECTOR OF
VOCATIONAL-TECHNICAL INSTRUCTION (1994)

MITZI NICHOLSON SECRETARY TO THE PRESIDENT (1996)

LINDA PIERCE SECRETARY TO DIRECTOR OF ADMISSIONS,
RECORDS, AND RESEARCH (1984)

KATHY PURSER SECRETARY TO THE ADN DIRECTOR (1994)

PHYLLIS SAVELL SECRETARY TO THE LIBRARIAN (1997)

MARTHA SIBLEY .. SECRETARY TO THE DEAN OF STUDENTS (1993)

JULIE SKINNER SECRETARY TO THE DIRECTOR OF
VOCATIONAL-TECHNICAL INSTRUCTION (1998)

EMILIE D. SMITH SECRETARY FOR THE CAREER CENTER (1996)

SHELIA STAMPER SECRETARY TO THE BUSINESS
MANAGER (1990)

VIRGIE THAMES .. SECRETARY FOR SMALL BUSINESS CENTER (1993)

CARRIE UNDERWOOD SECRETARY FOR THE DIRECTOR
OF ATHLETICS (1996)

JEANNIE VANCE SECRETARY TO THE FACULTY (1996)

BURMA WEIDLER ASSISTANT TO DIRECTOR OF
FINANCIAL AID (1988)

TERRY WINDHAM SECRETARY TO THE DIRECTOR OF
ADMISSIONS, RECORDS, AND RESEARCH (1996)

KAREN YATES SECRETARY TO THE DIRECTOR OF
PUBLIC INFORMATION (1994)

SUPPORT STAFF

BETTY D. ADCOCK WOMEN'S DORMITORY SUPERVISOR (1990)

WESLEY CHANDLER ELECTRICIAN (1987)

MARY JANE CLEVELAND CUSTODIAN (1984)

ROBERT COX CUSTODIAN SUPERVISOR (1993)

ALTON FOREMAN GROUNDS KEEPER (1981)

JOHN A. FOREMAN GROUNDS SUPERVISOR (1993)

WILLIE GALLASPY, JR. CUSTODIAN (1965)

CHAROLYN HARALSON WOMEN'S DORMITORY SUPERVISOR (1982)

DELBERT HARRISON PLUMBER/CARPENTER (1998)

JOHN HERRINGTON PAINTER (1992)

BRENDA K. JOHNSON CHILD CARE ATTENDANT (1988)

CLAYTON JOHNSON GROUNDSKEEPER (1998)

KATHERINE KIDD CUSTODIAN (1995)

REBECCA LIVINGSTON CHILD CARE ATTENDANT (1996)

BILLY J. LUCROY CUSTODIAN (1995)

MICHAEL McWHIRTER ELECTRICIAN HELPER (1995)

BUFFY MARTIN CUSTODIAN (1997)

SUSAN MILES CHILDCARE ATTENDANT (1994)

JOHNNY MOORE CUSTODIAN (1990)

MICHAEL MOORE CUSTODIAN, PHILADELPHIA-NESHOBA
CENTER (1989)

DEAN MOWDY GROUNDS KEEPER (1996)

DEWEY NELSON CARPENTER (1997)

BOBBY PATRICK CAMPUS SECURITY GUARD (1977)

MARTHA K. PATRICK CUSTODIAN (1988)

BOBBY RINGO CUSTODIAN (1998)

WANDA SESSIONS BOOKSTORE MANAGER (1998)

SCOTT VAUGHN DIRECTOR OF B.S.U. (1995)

HEBER WILLIAMS GROUNDS (1997)

HEBER WILLIAMS GROUNDS (1996)

GILESA WILSON CUSTODIAN (1995)

HENRY WROTEN CUSTODIAN (1976)

COMMITTEES OF THE FACULTY

ADMINISTRATIVE COUNCIL:

President, Dean of Instruction, Dean of Students, Business Manager, Director of Development and Alumni Relations, Director of Admissions, Records, and Research, Director of Adult and Continuing Education, Director of the Learning Skills Center, Director of Vo-Tech Instruction, Director of the Associate Degree Nursing Program, Division Chairs, Librarian, Director for Technology Management, Career Center Team Leader, Athletic Director, Director of Public Information, and Director of Maintenance (Two faculty guests are invited each week during the academic year).

APPEALS COMMITTEE FOR ABSENTEES:

Dean of Students, Chair; Director of Admissions, Records, and Research; Counselor, Faculty, and Student

ACADEMIC PROBATION:

Dean of Instruction, Dean of Students, Director of Admissions, Records, and Research, and Mrs. Roberta Holt

ADMISSIONS:

Dean of Instruction, Dean of Students, Director of Admissions, Records, and Research, Mr. R.W. Clark, and Mrs. Brenda W. Kirby

ATHLETIC ADVISORY COUNCIL:

Mr. Haywood Reeves, Chair; Mrs. Brenda Johnson, Ms. Maxine McKee, Mr. Lester Miles, and two student representatives

BEAUTY PAGEANT:

Mrs. Carol Shackelford, Chair; Ms. Wendy Buchanan-Moore, Mr. Bubby Johnston, Mr. Jared Brownlee, Mrs. Patsy Moore, Ex-Officio Yearbook, and student representative

BUDGET TASK FORCE:

Mr. Mickey Vance, Chair; Dr. Phil A. Sutphin, Mr. Randall Lee, Mr. John Adcock, Mrs. Ann Burkes, Mr. Gene Davis, Mr. Ron Davis, Mr. Mike Dearing, Mr. Bruce Guraedy, Mrs. Linda Pierce, Mr. Conrad Germany, Mrs. Martha McElhenney, and Mr. Bobby Thrash

CURRICULUM:

Dr. Phil A. Sutphin, Chair; Mr. John Adcock, Mr. Michael Alexander, Mrs. Katharine Buckman, Mr. James Clark, Mr. Ron Davis, Ms. Dana Dear, Mr. Jimmy Dempsey, Mr. Bruce Guraedy, Ms. Laura Hammons,

Mr. Charles Hinson, Dr. Tom Key, Mr. Fredrick Lyons, Mrs. Polly Mayes, Mr. Raymond McMullan, Mrs. Gloria McRae, Mrs. Linda Pierce, Mr. Tommy Thrash, and two student representatives

DISCIPLINE:

Mr. Michael Alexander, Mr. Jimmy Dempsey, Ms. Gloria Johnson, Student, and Dean of Students, ex-officio

FINANCIAL AID APPEALS:

Dean of Students, Academic Counselor, Director of Financial Aid, Vo-Tech Counselor, Director of Admissions, Records, and Research, Dr. Sherrill Evans, Mr. Dale McNair, and Mrs. Gail Wood

HOMECOMING:

All personnel

HONORS COUNCIL:

Mrs. Linda Pierce, Chair; Mr. Ron Davis, Mr. Tommy Thrash, Mr. Bruce Guraedy, and Dr. Shelby Harris

INTERCOLLEGIATE ATHLETICS:

Athletic Director and All Head Coaches

INTRAMURAL:

Mr. Mike Anderson, Chair; Mr. Jay Bowen, Mr. Timmy Coats, Mr. Steve Kelly, Mr. Todd Mangum, Mr. Sammy Pace, Mr. Robbie Pearson, Mr. Terry Underwood, and Miss Lucille Wood

LEARNING RESOURCES ADVISORY COMMITTEE:

Ms. Mary Hanson, Chair; Dean of Instruction, Dean of Students, Director of Adult and Continuing Education, Mrs. Rosemary Adcock, Mr. Michael Alexander, Mr. Leonard Barrier, Mr. Jimmy Dempsey, Mrs. Gary Ann Moore, Mrs. Patsy Moore, and two students — one freshman and one sophomore

LIBRARY:

Mrs. Ann Burkes, Chair; Mr. Leonard Barrier, Mrs. Ann Bullock, Mrs. Patti Davis, Mr. Thomas Fortenberry, Mrs. Lisa Gorgas, Mrs. Lois McMullan, Mrs. Sandra Thomas, Mrs. Laura Thorne, Mr. Tommy Thrash, Mrs. Maudean Sanders, Mrs. Leesa Wilkinson, and student representative

LITERACY TASK FORCE:

Mr. Gene Davis, Chair; Mr. John Adcock, Mr. Al Bailey, Mr. Ron Forest, Ms. Mary Hanson, Ms. Maxine McKee, Mr. Haywood Reeves, and Mrs. Natalie Vance

RECRUITMENT AND RETENTION TASK FORCE:

Mr. Randall Lee, Chair; Mr. Michael Alexander, Mrs. Sandra Amis, Mrs. Brenda Carson, Mr. Tom Carson, Mr. Jamie Clark, Mr. Gene Davis, Mr. Jimmy Dempsey, Mr. Bruce Guraedy, Mrs. Lanette Hanna, Mr. Larry Hogue, Mr. Ricky Harrison, Mr. Bubby Johnston, Mr. Joe Killens, Mrs. Maria McLeod, Mr. Jared Brownlee, Mr. Raymond McMullan, Mrs. Maudean Sanders, Dr. Eddie M. Smith, Dr. Phil A. Sutphin, Mr. Mickey Vance, Mrs. Natalie Vance, Mr. Todd Eldridge, SBA President, and Warrior Corps President

SACS SELF-STUDY:

All Personnel

SAFETY COMMITTEE:

Mr. Mike Dearing, Chair; Mrs. Brandi Baucum, Ms. Mary Boulton, Mr. Gene Davis, Mr. Ron Davis, Ms. Katherine George, Mrs. Corinne Hayes, Tonya M. Kirk, Mr. Marc McCool, Mr. Lester Miles, Ms. Gloria Rigdon, and Mrs. Maudean Sanders

SCHOLARSHIP:

Mr. Randall Lee, Chair; Mrs. Brenda Carson, Mrs. Brenda Johnson, Mrs. Wanda Moore, and Mr. Mickey Vance

STAFF DEVELOPMENT:

Ms. Cynthia Gaudin, Chair; Ms. Elizabeth Breland, and Ms. Juanita West

TECHNOLOGY PLANNING:

Mr. David Case, Chair; Dr. Phil Sutphin, Mr. Mickey Vance, Mr. Randall Lee, Mr. John Adcock, Mr. Jim Blackburn, Mr. L.B. Bullock, Mrs. Ann Burkes, Mr. Ron Davis, Mr. Todd Eldridge, Mr. Bruce Guraedy, Ms. Mary Hanson, Mrs. Janice Jacobs, Mrs. Brenda Johnson, Mrs. Brenda W. Kirby, Dr. Lisa McMillin, Mr. Raymond McMullan, Mr. Derek Pace, and Mrs. Linda Pierce

TITLE III PLANNING COMMITTEE:

Mr. Larry Hogue, Chair; Dr. Phil A. Sutphin, Mr. Mickey Vance, Mr. Randall Lee, Mr. John Adcock, Mr. Michael Alexander, Mr. Gene Davis, Mr. Al Deaton, Mr. Jimmy Dempsey, Mrs. Patricia Gaddis, Ms. Mary Hanson, Mr. Ricky Harrison, Dr. Bettye Hennington, Dr. Lisa McMillin, Mrs. Lois McMullan, Mr. Ross Price, Ms. Juanita West, and Ms. Mary Ann Wright



GENERAL CALENDER

1999-2000 REGULAR SESSION

First Semester Fall 1999

July 30, Friday Applications for Admission Should Be on File
 July 30, 31, Friday, Saturday Ac'cents Rehearsal
 August 6, Friday Begin Band Practice
 August 7, Saturday Summer Orientation for New Students
 August 9, 10, & 11, Monday, Tuesday,
 & Wednesday, Faculty Meetings and Workshops
 August 12, Thursday Begin Football Practice
 August 13, Friday Completion of Orientation and Registration
 August 15, Sunday Residence Halls Open at 2:00 p.m.
 August 16, Monday ... Begin Day Classes, Late Registration Fee Charged
 Beginning at 8:00 a.m.
 August 16-19, Monday through Thursday Evening Registrations
 at 6:30 p.m.
 August 23, Monday Begin Evening Classes
 August 27, Friday Last Day to Register or Change Classes
 September 6, Monday Labor Day Holiday (Evening Classes Meet)
 September 24, Friday Last Day to Remove I's of Previous Semester
 October 4 & 5, Monday & Tuesday Fall Break
 October 13, Wednesday Mid-term Grades Due in Records Office
 at 8:00 a.m.
 November 22, Monday Spring Semester Advance Registration Begins
 November 24, 25, & 26, Wednesday,
 Thursday, & Friday Thanksgiving Holidays
 November 29, Monday Resume Regular Class Schedule
 December 3, Friday Last Day to Drop a Course with a W
 December 10, Friday Last Day of Regular Classes
 December 13, 14, 15, & 16, Monday through Thursday Final Exams
 December 16, Thursday Christmas Holidays Begin for
 Students at 12:30 p.m.
 Residence Halls Close at 2:00 p.m.
 Final Grades Due in Records Office at 2:30 p.m.

Second Semester Spring 2000

January 7, Friday Completion of Orientation and Registration
 January 9, Sunday Residence Halls Open at 4:00 p.m.
 January 10, Monday Begin Day Classes, Late Registration Fee
 Charged Beginning at 8:00 a.m.

January 10-13, Monday through Thursday Evening Registrations
 at 6:30 p.m.
 January 17, Monday ... Martin Luther King Day (Evening Classes Meet)
 January 17, Monday Begin Evening Classes
 January 21, Friday Last Day to Register or Change Classes
 February 18, Friday Last Day to Remove I's of Previous Semester
 March 3, Friday Spring Holidays Begin at 3:15 p.m.
 Residence Halls Close at 4:00 p.m.
 March 13, Monday Resume Regular Class Schedule
 March 15, Wednesday . Mid-term Grades Due in Records Office at 8:00 a.m.
 April 17, Monday Fall Semester Advance Registration
 April 21, Friday Easter Holiday
 April 28, Friday Last Day to Drop a Course with a W
 May 5, Friday Last Day of Regular Classes
 May 8, 9, 10, 11, Monday through Thursday Final Exams
 May 11, Thursday Final Grades Due in Records Office by 2:30 p.m.
 May 12, Friday Commencement at 8:00 p.m.

Summer Session Summer 2000

Intersession - On-Campus - Day Classes

May 15, Monday Registration and Classes Begin
 May 29, Monday Memorial Day
 June 2, Friday Inter-Session Ends

First Semester - On-Campus - Day Classes

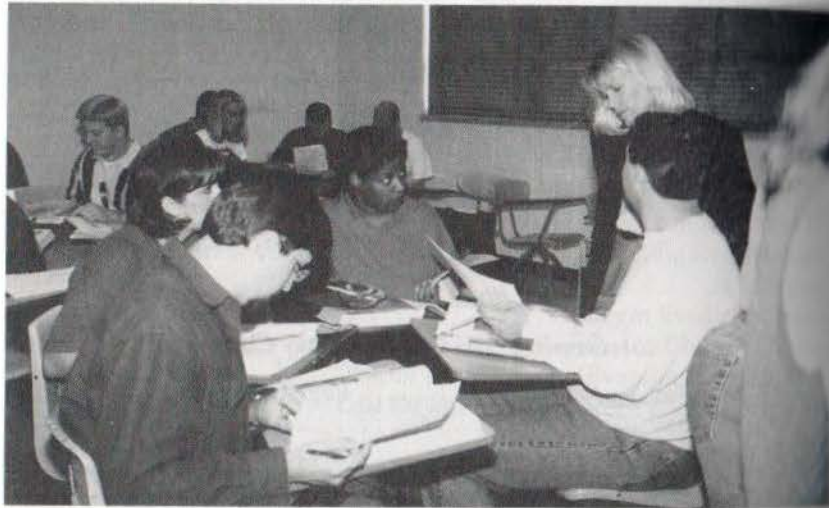
June 5, Monday Registration
 June 6, Tuesday Classes Begin
 June 7, Wednesday Last Day to Register for the First Term
 June 8, Thursday Honors Summer Orientation for New Students
 June 17, Saturday Summer Orientation for New Students
 June 23, Friday Last Day to Drop a Course with a W
 June 29, Thursday Summer Orientation for New Students
 June 30, Friday (Finals) First Term Ends

Second Semester - On-Campus - Day Classes

July 3, Monday Registration
 July 4, Tuesday Independence Day Holiday
 July 5, Wednesday Classes Begin
 July 6, Thursday Last Day to Register for the Second Term
 July 12, Wednesday Summer Orientation for New Students
 July 21, Friday Last Day to Drop a Course with a W
 July 28, Friday (Finals) Second Term Ends
 August 5, Saturday Summer Orientation for New Students

Class Time Schedule

M/W/F	T/TR
8:00 - 8:50	8:00 - 9:15
9:00 - 9:50	9:25 - 10:40
10:00 - 10:50	10:45 - 11:25
11:00 - 11:50	11:30 - 12:45
12:00 - 12:50	12:55 - 2:10
1:00 - 1:50	2:20 - 3:35
2:00 - 2:50/3:15	



CHAPTER 2

GENERAL
INFORMATION

PURPOSE OF THE COLLEGE

East Central Community College seeks to fulfill the educational needs of its students from the five-county district which it serves. In a continuing effort to meet these needs, the College, through its board of trustees, administration, faculty, and staff conceives its purpose to be to provide instruction and service. To achieve its instructional goals, the College provides programs of instruction which incorporate knowledge and skills applicable to life in a complex world society. In addition to offering its students opportunities for their mental, physical, and emotional development, the College, as a service provider, also offers the constituencies of the district counties opportunities for assistance for growth and advancement.

To successfully fulfill its purpose, East Central Community College provides, at minimum cost, a variety of programs which include senior college or university parallel, technical, health-related, vocational, adult, and remedial education. The College further subscribes to and provides for self-improvement, continuing education, and community services, workforce training, small business development, career exploration resources, special workshops, and other opportunities.

Through curricular and extracurricular activities, the College provides experiences which lead to the development of the total individual. In addition to academic advisement/intervention, these experiences include opportunities for participation and leadership in campus activities and student organizations.

INSTITUTIONAL GOALS

1. To provide effective instructional programs for the first two years of university-parallel curricula to prepare students for successful transfer to senior institutions.
2. To provide vocational, technical, and health-related programs designed to prepare students for immediate employment.
3. To provide a developmental program of instruction to raise basic skills levels of students whose academic foundation requires strengthening.

4. To provide enriched educational experiences for academically talented students.
5. To provide guidance, counseling, and other student services to all students in the attainment of personal, educational, and occupational goals.
6. To provide specialized training programs which will develop a productive work force for new and expanding district businesses and industries.
7. To provide administrative services and technology to support the faculty in its commitment to offer a high quality, innovative educational program for students.
8. To offer community services, continuing education programs, and adult basic education programs to meet the educational, occupational, and personal needs of both youth and adults and to cooperate with high schools and service agencies in providing community education programs.
9. To serve as a cultural and recreational center for the service area by offering a broad range of programs to enrich the community and to enhance creative expression in music, dance, theater arts, visual arts, sports, and recreation.

HISTORY OF THE COLLEGE

In 1928 the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of Mississippi public junior colleges. East Central Community College opened its doors to a freshman class of twenty students for the first regular session in September of 1928. The college occupied buildings that were a part of the Newton County Agricultural High School, which had been organized in 1914. The Agricultural High School was located on property belonging to the Decatur Municipal School District, which had been created in 1912. The upper high school grades which comprised the Newton County Agricultural High School were a part of the college until 1958 when they joined the Decatur Attendance Center.

In March of 1939, East Central Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. It has been reaffirmed each decade since. The College holds membership in the Mississippi Association of Colleges, the Mississippi Association of Community and Junior Colleges and the American Association of Community and Junior Colleges.

Originally the institution was supported by three counties — Newton, Neshoba and Scott. Later they were joined by Leake and Winston.

From the two members of the original faculty of East Central Community College Mrs. W.W. Newsome and Mr. Robert Marshall the number of administrators, faculty, and professional staff employed by the college has increased to 128 for the current year. Since its founding, six presidents have served the institution.

SCHOOL PLANT AND EQUIPMENT

Through the cooperative efforts of the district and the state legislature, the school has experienced growth in buildings and facilities during the past several years. The school plant consists of approximately 150 acres with buildings and facilities now valued at over nine million dollars. There are nineteen main brick buildings. All residence halls, classrooms and offices are air conditioned. In addition to facilities sufficient to sustain the general education program, laboratories are provided for art, engineering drawing, audio visual education, applied music, dramatics, reading, athletic and recreation activities, and scientific and vocational education.

ADMINISTRATION BUILDING

Occupied at the beginning of the 1978-79 school year, the administration building houses the offices of the president, dean of instruction, business manager, director of development and alumni relations, adult and continuing education director, public information director, computer analyst, and the Board of Trustee's room. Proper vault facilities for the business office and adequate storage for all offices are provided in the building. The 7,995 square foot facility was built in 1962 as the library for the college but was renovated for administrative use when the Burton Library was occupied. It is modern, spacious, and comfortable and is located on the front of the campus adjacent to the student services building.

ERMA LEE BARBER HALL

With over 26,500 square feet this dormitory consists of sixty-four spacious rooms. This welcome addition to the campus was opened in the fall of 1999. The building is both aesthetically pleasing and very functional in design. It is equipped with all modern conveniences and meets all standards for fire safety and energy conservation.

ASSOCIATE DEGREE NURSING/CHILDCARE BUILDING

Containing over 20,000 square feet of floor space, this facility opened in 1996 and houses both the associate degree nursing and child care

programs. This modern facility contains classrooms, lecture rooms, computer labs, and laboratories.

BRACKEEN-WOOD PHYSICAL EDUCATION BUILDING

This building was constructed in 1970 and is located near the football stadium. Offices for football, baseball, and basketball are housed in this facility in addition to dressing facilities, the varsity basketball court, and the weight room.

BRADFORD J. TUCKER APPLIED TECHNOLOGY CENTER

Containing over 58,000 square feet of floor space, this facility opened in 1969 and houses automotive technology, collision repair technology, business and office technology, computer technology, drafting and design technology, electrical technology, electronics technology, heating and air conditioning technology, machine shop technology, surgical technology, and welding.

BURTON LIBRARY

Occupied during the 1976-77 school year, this building is located near the center of the campus and contains a large reading area, a conference room, a spacious lobby, librarians offices, a workroom, a faculty reading room, nine study rooms, and a room for special collections. Total seating capacity, mostly at individual and grouped carrels, is 250; and shelving is provided for 50,000 volumes. Provision is also made for housing non-book materials. Closed circuit, public, or commercial television viewing is available in any area of the building. Other media include slides, filmstrips, audio and video tapes, film loops, and micro texts. Circulation is fully automated via an on-line catalog. This catalog is accessible via the Internet.

CROSS HALL

The science building contains the classrooms and laboratories for the biological and chemical sciences. In 1990, the chemistry laboratory was completely renovated with modern laboratory tables, equipment, and controlled, vented chemical storage areas added.

RICHARD C. ETHRIDGE HALL

Part of the old Newton County High School property purchased by the College in 1995, this facility is currently used by the College for overflow classroom space, Gerontology, ABE/GED and pre-college music.

HUFF AUDITORIUM

This structure has a seating capacity of one thousand and is conveniently located at the front of the campus. The auditorium has excellent acoustics and equipment and is used by the College and community for a variety of activities. Located on the ground floor are several offices including Admissions, Records, and Research. A major refurbishing of Huff Auditorium was funded by donations to the East Central Community College Development Foundation, Inc.

JACKSON HALL

The freshman women's dormitory was remodeled in 1963, 1978 and again in 1989. It houses 125 women and contains the office and apartment of the dormitory supervisor.

MABRY DINING HALL

Remodeled in 1979, this facility contains four dining rooms. The main dining room has a seating capacity of 300. Other dining rooms are the Gold Room, which seats 120; the Gordon Room, which seats 50; and the Magnolia Room, which seats 20.

NESHOBA COUNTY HALL

This two-story dormitory for men was constructed in 1971. It consists of thirty-one rooms which house sixty-two students.

NEWSOME HALL

Completed in 1957, and renovated in 1989, the dormitory is equipped with modern furniture and appliances and accommodates fifty to sixty men and the dormitory supervisor.

NEWTON HALL

This two-story classroom building was constructed in 1975 and houses the English, Social Science, History, Journalism, Education, and Psychology departments. Also, sixteen faculty offices are located in this building along with several support facilities.

THE SKILL/TECH ONE-STOP CAREER CENTER

Completed in 1995, this modern building has over 2,700 square feet. Its nine offices and conference room provide space for the industrial and economic development activities of the College.

THE OVID S. VICKERS FINE ARTS CENTER

Occupied in 1969, this facility contains a 212 seat auditorium, a choral room, a band room, a music library, a listening room, classrooms for the teaching of music and art, and art studios.

SCOTT COUNTY HALL

This two-story dormitory for men was constructed in 1972. It consists of an apartment for the director of housing and thirty-one rooms which house sixty-two students.

SOUTH CAMPUS

Acquired in the fall of 1995, this 4.5 acre complex consists of several buildings containing the Science and Technology program, Truck Driving program, Ceramics Lab, Computer Science Lab, Physics classroom, Physics Lab, and office space.

THE STUDENT ACTIVITY CENTER

The office of the Director of Student Activities is located in this building along with many student special activity facilities.

THE STUDENT SERVICES BUILDING

Student Services moved into this modern 12,500 square foot complex in the summer of 1999. This ultra modern building houses Student Services, Financial Aid, the Student Nurse, and the Career Center. This complex also contains conference rooms and counselors offices.

SULLIVAN CENTER

The first floor of the student center houses the grill, bookstore, and post office.

TODD HALL

This dormitory for men was completed in 1957. It is arranged in suites rather than conventional halls found in most men's dormitories. Seventy-two men are housed in this dormitory. A total renovation was completed in 1989 to bring this dormitory to present day standards for fire safety and energy conservation.

THE VOCATIONAL-TECHNICAL ANNEX BUILDING

Completed in 1969, this building is located on the north side of the campus and contains classrooms, offices, and laboratories for several vocational-technical programs.

WINSTON HALL

This residence hall was completely renovated in 1989 and 1990 with structural changes to bring it up to modern standards for housing students. This renovation provided an energy efficient, attractive facility for men. It consists of forty-one rooms which house eighty-two students.

OTHER BUILDINGS

THE PRESIDENT'S HOME

Located on the main street of the town of Decatur at the southeast corner of the campus, this spacious home was constructed in 1961.

FACULTY HOUSES

There are sixteen of these houses located at various sites on the college property.

LEAKE HALL

This two-story building containing sixteen apartments was originally constructed for married students. Today it is occupied by both faculty, honor students, and married students. A major renovation of this building was completed during the 1994 spring semester.

ATHLETIC FIELDS

THE FOOTBALL STADIUM

Warrior Field was relocated in 1967 and is now equipped with the most up-to-date high intensity lighting, speaker system, and an enlarged seating capacity.

INTRAMURAL FIELD

This playing field is located north of the baseball field and contains an area for intramural sports.

CHRIS GAY IV MEMORIAL BASEBALL FIELD

Situated near the football stadium this well located facility was completed with a gift from the family of former student Chris Gay IV. It has up-to-date lighting, a press box, and aluminum seating.

SOCCER FIELD

The soccer field is located on the College's North Campus next to the women's softball field. This facility was completed in the summer of 1989.

TENNIS COURTS

Located north of Newsome Hall, this facility contains four lighted tennis courts.

WOMEN'S SOFTBALL FIELD

This playing field is located north of the baseball field. Construction of this field was completed during the 1994 spring semester.

STUDENT ORGANIZATIONS

Student organizations include:

Freshman Class, President's Council, Sophomore Class, and Student Body Association

Honor Society:

Phi Theta Kappa, Scholars Bowl

Curricular organizations include:

Alpha Alpha Epsilon, HOSA, Mu Alpha Theta, Phi Beta Lambda, Sigma Mu Tau, Student Education Association, Post Secondary Association of Students and Teachers of Early Childhood Education, and VICA

Special interest organizations include:

Accents, Athletics, Band, Cheerleaders, Collegians, Diamond Girls, ECCC Choir, Environmental Club, Gospel Choir, L.I.F.E., Native American Association, New Directions, Residence Hall Councils, Rodeo Club, S.A.D.D., Warrior Corps, Adult Warrior Corps

Religious organizations include:

Baptist Student Union, Newman Club, Wesley Foundation, and Fellowship of Christian Athletes

Publications include:

Tom-Tom and Wo-He-Lo



CHAPTER 3

ACADEMIC POLICIES

REQUIREMENTS FOR ADMISSION

Implementation of specific admission policies is the responsibility of the administration and faculty of the institution. East Central Community College ascribes to an "open admissions" policy consistent with all applicable laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, counseling tutorial assistance, etc., that will help the individual students succeed in achieving their educational goals. Further, the College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist them in the selection of the most appropriate program options. There are no programs at East Central Community College designed for transfer to senior institutions that require a minimum ACT score for admission.

ACADEMIC AND TECHNICAL STUDENTS

To be admitted as a full-time student to an academic or technical program, an applicant must either be a high school graduate, have 19 or more acceptable high school units as evidenced by an official high school transcript, or a high school equivalency certificate from the State Department of Education indicating that satisfactory scores have been earned on the General Education Development Test (GED).

Before admission can be granted, the following must be on file in the Office of Admissions, Records, and Research:

1. An official college application;
2. A high school transcript or a college transcript;
3. Scores on the American College Test (applicants 23 years of age and over are exempt from the ACT requirement except for certain specialized curricula).

Admission as an East Central Community College student does not guarantee admission to a specific program of study.

HEALTH RELATED STUDENTS

ASSOCIATE DEGREE NURSING (ADN)

The associate degree nursing program is a two-year program designed primarily for students who reside in the East Central Community College district, to provide educational opportunities for qualified students desiring a career in nursing. The program responds to the expanding health care needs of the district and state. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experiences. Graduates will receive an Associate Degree in Nursing (AS) and will meet the requirements of the State Board of Nursing to apply to write the National Council Licensure Examination for Registered Nurses, but one is not guaranteed permission to write the exam. Prior convictions for misdemeanors and felonies or any drug impairment may be cause for denial.

The East Central Community College associate degree nursing program admits one class each year beginning in the fall semester. Nursing students must meet the same general admission requirements as all applicants to East Central Community College. In addition, they must meet the requirements listed below:

1. In accordance with the admission requirements of the Board of Trustees of State Institutions of Higher Learning, an applicant must have a minimum ACT score of 18 (15 if taken prior to October 1989).
2. Applicants must take the National League of Nursing Pre-Admission RN Exam with a grade of 55 or greater percentile AD.
3. Satisfactory completion of English Composition I (ENG 1113), Anatomy & Physiology I (BIO 2514), and Anatomy & Physiology II (BIO 2524) (An applicant may be accepted into the ADN program prior to completing these courses; whereupon these courses must be completed in the summer prior to beginning nursing classes in the fall.) Students who have not received formal notification of admission to the ADN program must meet all the prerequisites established for enrolling in Anatomy and Physiology I. The prerequisite for Anatomy and Physiology I is one of the following: General Biology (BIO 1134 or 1144), General Chemistry I (CHE 1214), Microbiology (BIO 2924), or ACT science score of 21, or Sophomore standing, or admission to a health related program at ECCC or be a licensed practical nurse.

The freshman class is selected during the spring semester prior to the fall admission period. Selection is based on data received by the March 1 deadline. Because enrollment in the ADN program is limited, the selection of those to be admitted is determined by using the following ADN admission procedure which is based on a point system. Therefore, selection is competitive and utilizes the following categories and points.

1. ACT score required (date taken: _____) possible (18 - 36 points)
2. National League for Nursing Pre-Admission RN Exam score possible (55 to 100 points from AD percentile)
3. College GPA for all course work required in Nursing attempted during the past six years (or high school GPA if a recent high school graduate) (1-4 point scale)
Students who have been on academic probation more than one semester or who have repeated more than two failed courses in the courses required for admission to the Associate Degree Nursing program will have ten (10) points subtracted from their admission points.
4. Current ECCC student or past ECCC graduate status (2 points)

Total points used to accept applicants into the ADN program _____

Applicants will be grouped according to official locations of residence. Preferential consideration regarding admission will be given to in-district applicants who meet the basic qualifications. Next, qualified in-state applicants will be considered if spaces remain for the in-coming class. Finally, qualified out-of-state applicants will be considered for admission if spaces are available. Proof of residency will be based on Mississippi statutory requirements.

The number of students admitted is based on the number of nursing faculty on staff. Standards for Accreditation of Schools for Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or full-time equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one.

The applicant must have the following information on file in the Office of Admissions, Records, and Research by March 1, of the year of admission:

1. East Central Community College application,
2. ADN program application,
3. ACT score report,
4. Transcripts from all colleges previously attended (if applicable),
5. High School transcript or GED score report,
6. National League of Nursing Pre-Admission RN Exam score.

Applicants who have been enrolled in nursing programs at other institutions must have been in good standing at the time they withdrew in order to be considered for admission to the East Central Community College nursing program. Advanced placement in the associate degree nursing program will be considered on an individual basis for fundamental

nursing only, and no nursing courses are CLEP because of the nature of the program requiring that one be able to master the theoretical as well as the clinical components of the curriculum.

Applications for the fall class will be accepted after the spring semester begins, and all entrance materials must be on file in the Office of Admissions, Records, and Research by March 1. Successful applicants will be notified on or before May 15, by the director of the ADN program.

Upon acceptance into the ADN program, the student must provide satisfactory reports from a physician along with a current record of recommended immunizations. Also required is CPR certification. The student will be responsible for Malpractice Insurance coverage, purchasing uniforms and lab supplies, which may be obtained at East Central Community College.

Upon acceptance into the two-year ADN Program, expenses include: (1) tuition per semester, \$500 (for room and board expenses see College Catalog, page 75), (2) Lab fees per semester, \$24, (3) Uniform/lab supplies for entire program, approximately \$200, (4) Malpractice insurance, \$30 for entire program, (5) Required textbooks for entire program approximately \$100, (6) Drug screen, approximately \$20, (7) Physical examination, cost determined by the student's selection of practitioner, (8) Vaccinations at the onset and duration of the program, approximately \$250, (9) NLN Assessment Tests, Six (6) tests at \$10 each and one (1) at \$30, entire program, (10) Nursing pins range from \$34-\$122, (11) Graduation fees - \$30, (12) Student Nurses' Association fees for the entire program, approximately \$100, (13) Transportation costs to and from clinical sites, (14) Pinning expenses, (15) Nursing class portraits, approximately \$25. (16) When students stay overnight for out-of-town clinicals, the student will have expenses for meals and hotels, and (17) Post-graduation NCLEX-RN application fees, state fee, \$60; national fee, \$120 (all prices subject to change).

All information pertaining to the associate degree nursing program may be found in the East Central Community College catalog or by contacting NLNAC, 61 Broadway, New York, NY 10016 or by telephone 1-800-669-9656.

LICENSED PRACTICAL NURSING (LPN)

To be admitted to the Licensed Practical Nursing Program (LPN) applicants must:

1. Be eighteen (18) years of age or over.
2. Have a minimum of 12th grade education or its equivalent as determined by the General Educational Development Test.
3. Be in good physical and emotional condition as verified by a medical examination and certifying report.*

4. Have acceptable personal qualities as established through a personal interview.
5. Be a citizen of the United States or have pending citizenship.
6. Applicants must have a minimum ACT score of 12 or enhanced ACT score of 16, or equivalent TABE (Level D, Form 5) composite score of 12 in English, mathematics and reading.
7. Applicants must take the NLN Pre-Admission Examination - PN and have a minimum score of 40 percentile.
8. Applicants shall be selected for an interview by the Licensed Practical Nurse Admissions Committee based upon the applicants' scores on the standardized tests listed in item 6 and 7.
9. Be recommended for admission by the Licensed Practical Nurse Admissions Committee.
10. Have current CPR Class C certification.

*The East Central Community College health form must be completed by all students initially accepted into the program. Final acceptance of students into the program will not be granted until the medical examination and certifying report is on file.

MEDICAL OFFICE TECHNOLOGY (BOMT)

To be admitted to the Medical Office Technology Program (BOMT) applicants must meet the admission requirements for Academic and Technical students listed previously.

SURGICAL TECHNOLOGY (SUT)

To be admitted to the Surgical Technology Program applicants must meet the following criteria:

1. The applicant must be of legal working age (18) before program completion.
2. The applicant must have a 12th grade education as demonstrated by a high school diploma or its equivalent as demonstrated by the General Development Test.
3. The applicant must be in good physical condition as verified by a medical examination and certifying report. (National Certification Requirement)
4. The applicant must have a minimum enhanced ACT score of 16 or equivalent TABE (Level D, Form 5) composite score of 12.
5. The applicant must be a citizen of the United States or have pending citizenship.
6. The applicant must have acceptable personal qualities as established through a personal interview.

7. Applicants shall be selected for interviews by the Surgical Technology Committee.
8. The applicant must be recommended for admission by the Surgical Technology Admissions Committee.
9. Admissions priority will be given in the following order: (1) district applicants, i.e., legal residents of Leake, Neshoba, Newton, Scott, or Winston counties, (2) out-of-district applicants, and (3) out-of-state applicants.
10. Must have CPR-C certification.

Initial acceptance into the Surgical Technology program must be granted prior to the submission of a medical examination certifying report. Final acceptance into the program will not be granted until an acceptable medical examination certifying report is on file.

TRANSFER STUDENTS

Students desiring to attend East Central Community College after having attended another regionally accredited college must meet the same requirements as entering freshmen. Students with records indicating unsatisfactory standing may be accepted on probation if individual cases indicate a reasonable chance of success in the program selected. If a student is accepted on probation, he/she must make satisfactory progress at the completion of one semester or he/she will be suspended for one semester.

TRANSFER CREDITS

Acceptable credits transferred by students are reproduced on the students' permanent records at East Central Community College. This action signifies that the credits are judged valid. Only those courses that average C or better will be entered on the record and applied toward graduation when the transferred average is less than C. This will be completed by the end of the first semester in which the student is enrolled.

Coursework transferred or accepted for credit must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs.

VOCATIONAL STUDENTS

To be admitted as a full-time student to a vocational program to include welding or carpentry and cabinet-making, an applicant must:

1. Be of legal working age (18) before program completion;

2. Complete a federally approved ability-to-benefit test;
3. Have an official application and a transcript from the last school attended on file in the Office of Admissions, Records, and Research;
4. Complete an interview with the vocational counselor or with an instructor in the program of choice.

To be admitted to the cosmetology program or to the licensed practical nursing program, an applicant must:

1. Be a high school graduate;
2. Have an official application and a transcript from the last school attended on file in the Office of Admissions, Records, and Research;
3. Pay a deposit of \$50 as a partial tuition payment (cosmetology only).

INTERNATIONAL STUDENTS

International students with acceptable scholastic records and proven English proficiency will be considered for admission as freshmen or as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of postsecondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, satisfactory scores on the East Central Community College placement tests, and proof of financial responsibility.

Applicants, both freshmen and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL) and must have a score on the ACT.

The following material must be in the Office of Admissions, Records and Research at least 60 days before the beginning of the semester in which admission is desired:

1. An application for admission form.
2. A certified copy of all high school and/or college transcripts of previous credits earned.
3. Information showing sufficient financial support.
4. A copy of Form I-20.

Fees-

1. In addition to the regular tuition and fees paid by in-state students, international students will be assessed an additional fee payable at registration. See general information in Chapter 4.

2. Dormitory facilities will be available each semester only after in-district and in-state students have been housed.

PART-TIME STUDENTS

Part-time students meet the same admission requirements as do full-time students except for the ACT.

SPECIAL ADMISSION

In conformity with Section 37-29-1, Mississippi Code of 1972 as amended in 1998, East Central Community College will admit students who have not completed the requirements for regular admission to the College but who meet the enrollment criteria specified in either policy 4.1.6.1 or 4.1.6.2.

DUAL ENROLLMENT

Students may be granted part-time admission status at East Central Community College while concurrently enrolled in high school if they meet the following admission requirements:

1. Have completed a minimum of fourteen (14) core high school units (Students who do not have fourteen (14) core high school units but who have a composite score of thirty (30) on the ACT Assessment may be considered for enrollment),
2. Have a minimum composite score of twenty-one (21) on the ACT Assessment,
3. Have a minimum 3.0 cumulative GPA on a 4.0 scale for high school work completed, and
4. Have the unconditional recommendation of their high school principal or guidance counselor.

EARLY ENROLLMENT

Students may be admitted as regular students at East Central Community College if they meet the following admission requirements:

1. Have completed a minimum of fourteen (14) core high school units,
2. Have a minimum composite score of twenty-six (26) on the ACT Assessment,
3. Have a minimum 3.0 cumulative GPA on a 4.0 scale for high school work completed, and

4. Have the unconditional recommendation of their high school principal or guidance counselor that said enrollment is in the best educational interest of the student.

The credit earned at East Central Community College by students admitted under the Early Enrollment Policy will be available for transfer for meeting the requirements for graduation from the College after the student has successfully completed one (1) full semester of course work.

CONTINUING EDUCATION UNITS

To participate in non-credit (CEU) programs or courses, a student should complete an application form and be of sufficient maturity for the course desired. (Two hours of instruction are equal to one CEU.)

NOTE: No transcript, certificate, test scores, or anything in addition to a completed application is required unless it is an EMT course. A personal check covering the cost of the course with course identification on it will hold a place in any class until the first class meeting at which time the application can be completed.

ENGLISH AND MATHEMATICS PLACEMENT

Placement in mathematics and English courses will be based upon (1) ACT scores in the subject areas (2) high school grades (3) assessments made at orientation.

Competency in the areas of English and mathematics will be determined based upon skills demonstrated in the combined criteria enumerated above.

Any student enrolled for nine or more credit hours must enroll in the appropriate English course sequence, Developmental I, II, Composition I or II, during the earliest consecutive semesters of such enrollment.

ACT WAIVER FOR ADULTS

Students who have been out of high school for five or more years, or those who are 23 years of age or older will have the ACT requirement waived except for those who wish to enroll in specialized programs.

BENEFITS FOR VETERANS

East Central Community College is an approved institution for providing education training for veterans. The Director of Admissions, Records, and Research serves as Veterans Advisor and offers assistance in handling matters pertaining to veterans at the College.

SELECTIVE SERVICE

Information and assistance in handling matters concerning Selective Service for students are available in the office of the Director of Admissions, Records, and Research.

NATIONAL GUARD, VETERANS PREVIOUS EDUCATION, SERVICE MEMBERS OPPORTUNITY COLLEGES; EVALUATION, CREDIT, AND TRANSFER

The College maintains a written record of the previous education and training of each veteran enrolled and appropriate credit is given. When the training period has been shortened proportionately as a result of previous education and training, the veteran or eligible person and VA are so notified.

East Central Community College is a participant in the Mississippi National Guard Higher Education Program. Credit earned in the armed forces is evaluated based upon the recommendations of the American Council on Education. The College is also a member of Service-members Opportunity Colleges (SOC). Seven semester hours of credit can be established on a veteran's record when a copy of the DD214 is presented to the Director of Admissions, Records, and Research. These hours include:

- A. 4 semester hours of Physical Education
- B. 3 semester hours of Personal and Community Health

No credit is granted by East Central Community College on the General Education Development Test. No credit is established by the College for experiential learning but credit is accepted when transcribed by another accredited college.

EAST CENTRAL COMMUNITY COLLEGE SCHOOL STANDARDS OF PROGRESS AS REQUIRED BY VA REGULATIONS 14253 [D]

1. EXAMINATION OF RECORDS:
The College records and accounts pertaining to veterans and eligible persons are readily identifiable and available for examination by authorized representatives of the Government.
2. ENTRANCE REQUIREMENTS:
Proof that entrance requirements to East Central Community College have been met prior to enrollment are a part of the veteran's and eligible person's permanent record. They also include the grade in

each subject per semester, record of withdrawals, and the number of absences from any subject. These records are maintained in the Office of the Director of Admissions, Records, and Research.

3. PREVIOUS EDUCATION AND TRAINING RECORDS:

The school maintains permanent records showing previous education and training. Enrollment certificates submitted to VA reflect proper credit for previous education and training according to the policies of the College.

4. PROGRESS RECORDS:

In the academic and technical program, the school records show grades of A, B, C, D, F, W (withdrawal, no grade), I (incomplete grade which is temporary and is changed to a grade of A, B, C, D, or F on completion and is used in the overall grade point average of the student).

The State Veterans Affairs Approving Agency requires that I grades be considered as F's in computing grade point averages. This procedure is followed in all reports to the Veterans Administration concerning the student's status. Course changing is not allowed after the first two weeks of classes. Any time a student quits a course without officially withdrawing, a final grade of "F" will be recorded. The VA will be promptly notified when a veteran or other eligible person drawing VA benefits changes his course load from full-time to part-time or reduces his part-time load.

Veterans who are attending East Central Community College in the Academic and Technical programs must pass a certain number of hours each semester, the same as regular students, to remain in good standing. Students must pass nine semester hours and earn 18 quality points to remain in good standing. Quality points are assigned per semester hour the following way: A-4 quality points; B-3 quality points; C-2 quality points; D-1 quality point; and F-0 quality points.

For the Veterans and other eligible persons, East Central Community College will apply the probation and suspension policies as listed in this catalog.

5. ATTENDANCE RECORDS:

East Central Community College maintains schedule and permanent record cards. The last date of attendance is reflected when one drops a course. The number of absences in any particular course is placed on the final Grade Report and also in the teachers' grade book which is turned in at the end of the term and is filed for records and is available in the Director of Admissions, Records, and Research's office. An individual is allowed absences per semester equal to twice the times a class meets per week in addition to any official absences representing the College. This policy is given in detail elsewhere in this publication.

SOPHOMORE STATUS

Before a student can be classified as a sophomore, he/she must have earned a minimum of 28 hours or its equivalent from an approved college.

TESTING SERVICE

East Central Community College is a fully participating institution in the American College Testing Program and administers the test on all nationally scheduled testing dates. The ACT test is also administered on an individual basis upon request.

East Central also administers and utilizes the Test of Adult Basic Education (TABE) in its VIDS program, adult basic education program, and in the Ability to Benefit for financial aid. Further, the General Educational Development Test (GED) is administered on a monthly basis.

SCHOOL TERMS AND PERIODS

East Central operates on the semester system. There are two regular semesters which begin in August and in January. There is an eight (8) week summer session divided into two four-week terms. Some three-week courses are also offered in summers.

Lecture periods meet a minimum of 50 minutes. Laboratory periods are equivalent to two lecture periods. Semester hours of credit are granted on the number of lecture and/or laboratory periods the class meets per week for one regular semester.

Classes are also offered off-campus at various locations throughout the five county district.

RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

East Central Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded to students under this act:

1. Students are entitled to have access to school records upon request.
2. Request for access to records concerning academic grades, transcripts and absences should be filed with the Director of Admissions, Records, and Research. Request for access to records

concerning test scores administered by East Central Community College counselors, financial aid, and other personal data should be filed with the Dean of Students.

3. Students are entitled to inspect and review the contents of their school records and to challenge the contents if they feel the contents are inaccurate, misleading or inappropriate. If a student wishes to challenge the contents, the Director of Admissions, Records, and Research or Dean of Students will provide a written copy of procedures to be followed.
4. Before any school records will be released to third parties (colleges, potential etc.) who have requested copies of school records, the school must have the students' written consent.
5. Upon receipt of a subpoena or judicial order requiring the Director of Admissions, Records, and Research and/or Dean of Students to supply a student's records, the requested action will be taken.
6. Whenever a student seeks to enroll in another institution outside this district, the student must approve transfer of the record.
7. The law allows "directory information" about students to be made public without specific permission. Students are entitled, however, to request the deletion of certain information from school directories. Any request for deletion of directory information must be made within fourteen calendar days from the date of registration. Forms for requesting the deletion of information may be secured from the Office of the Director of Admissions, Records, and Research.

GRADING SYSTEM

- A — 92-100 Excellent
- B — 83-91 Good
- C — 74-82 Average
- D — 65-73 Poor
- F — Failure
- W — Withdrawal
- AU — Registered for audit
- I — Incomplete, but can be made up

A progress report is made to all day students at Mid-Term of each semester.

INCOMPLETE GRADES

A grade of "I" (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in the student's immediate family, or similar circumstances beyond the student's control, is unable to complete the course work or to take final examinations. The student must

have in writing, an approval by the Director of Admissions, Records, and Research before the student can complete this course work.

An "incomplete" on final semester grades must be removed by completing the required work by the end of the first six weeks of the next semester the student is in school, or a grade of "F" will be recorded by the Director of Admissions, Records, and Research. The individual student has the responsibility of making the necessary arrangements with the instructor concerned.

APPEAL PROCEDURES FOR GRADES

See Student Complaint Procedures

HONORS AND QUALITY POINTS

HONORS - Special recognition is given those students doing outstanding work in their academic subjects at the end of each grading period and at graduation. The honors are based on quality point averages.

HONORS.....	Required Quality Point Average
President's List.....	4.00
Dean's List.....	3.50
Honorable Mention.....	3.00

QUALITY POINTS - Quality points are based on the grade and number of hours credit for each course and are computed as follows:

GRADES.....	Quality Points
A.....	4 for each semester hour
B.....	3 for each semester hour
C.....	2 for each semester hour
D.....	1 for each semester hour
F.....	0 for each semester hour

The last grade in each course attempted will be counted for quality point purposes.

HONORS PROGRAM

The purpose of the Honors Program at East Central Community College is to provide enriched educational experiences for the academically talented students. Specially designed honors classes are offered to stimulate the honor student's spirit of inquiry and to provide opportunities for more in-depth study in several subject areas.

An Honors Council chaired by the Director of the Honors Program has been established. It is the responsibility of the council to coordinate the honors courses and to promote an atmosphere of intellectual stimulation and camaraderie among the academically talented students.

The Honors Program provides students the opportunity for independent projects and research, for greater intellectual challenge, and for association with others of similar abilities and interest.

HONORS PROGRAM ELIGIBILITY

In order to enroll in the Honors Program a student should have a superior ACT score, a superior grade point average, and an invitation from the honors faculty. Courses are scheduled so that a student may participate in all six courses or in any combination of courses. Courses offered include Honors Composition I, Honors Composition II, Honors American History I, Honors American History II, Honors English Literature I, and Honors English Literature II.

Students with a 25 composite and a 25 English score on the ACT or a "2" Advanced Placement English score are eligible to participate in Honors English. Students with a 25 composite and a 25 reading score on the ACT are eligible to participate in Honors American History I. Students are invited to enroll in Honors English Literature based on grades in previous English courses, ACT scores, and teacher recommendation.

ADVANCED PLACEMENT/CREDIT BY EXAMINATION

East Central has two provisions for granting credit by advanced placement of students and one provision for granting credit by examination.

Provisions for Advanced Placement in Vocational-Technical Instruction

East Central Community College will grant credit for selected courses in certain Applied Science and Certificate programs under the following conditions:

1. Applicant for credit meets all college admissions requirements and is a registered full-time student in good standing in one of ECCC's vocational-technical or certificate programs, and
2. Applicant has maintained at least a "B" average in the high school course for which articulated credit is requested, and
3. Applicant has on file a written recommendation from the high school instructor and vocational director, and
4. Applicant has successfully completed two units in high school in the approved area with an A or B average, or applicant has passed a competency exam with a grade of "85" or higher, and
5. College credit will be held in escrow until the student has completed the prescribed courses in a specific program. The credits will be included on the student's official college transcript with the

designation of "satisfactory" and counted toward the appropriate degree or certificate. Following provisions of the Southern Association of Colleges and Schools, these courses will be identified as advanced standing in the articulated area and identified on the college transcript as such.

Each articulation agreement will be updated as the curriculum is revised.

It is understood that should a student intending to receive credit under this agreement fail to make satisfactory progress in the next higher sequential course, the student may transfer back to the beginning level course.

It is further understood that a high school graduate may exercise this privilege no later than the beginning of the third year following graduation.

THERE WILL BE NO CHARGE FOR ADVANCED STANDING CREDIT.

Advanced Placement Examination

Students who make a score of three (3) or higher on the Advanced Placement (AP) test will be given credit for the course at East Central. Generally an AP score of three (3) will result in awarding three (3) semester hours credit in the subject area. More than three (3) semester hours credit may be awarded for AP scores of four (4) or five (5) when approved by the appropriate division chairs working in conjunction with departmental faculty and the dean of instruction. Academic credit established through AP will not carry a letter grade and will not be included in calculating the quality point average.

College Level Examination Program (CLEP)

East Central Community College awards academic credit through the College Level Examination Program (CLEP) on Subject Examinations to students who are enrolled at East Central who make a scaled score of 50 or above. The College will also accept transfer academic credit from other colleges on either the General or Subject Examinations.

East Central is not a testing center for the CLEP and does not establish credit on the General Examination. Academic credit established through the CLEP will not carry a letter grade and will not be included in calculating the quality point average. The maximum credit allowed at East Central through the CLEP is six (6) semester hours.

ACADEMIC PROBATION AND SUSPENSION

A student who fails to pass nine semester hours and to earn 18 quality points during a regular semester will be placed on probation until the academic record meets this minimum standard. If the minimum requirements are not met for two consecutive semesters, the student will be

suspended for one regular semester. If the suspension occurs at the conclusion of the spring semester, it may be removed by attending summer school and improving the record to the stated minimum. Deviation from this policy will be made only with the approval of the Academic Probation Committee.

The above policy will also apply to all transfer students.

COURSE CHANGE

A fee of \$5 is assessed for a change in schedule after the date a student's schedule is completed and accepted.

CHANGING PROGRAM

A student should discuss any proposed changes in his program with his/her advisor. No full-time student will be permitted to register in a new course after the second week of any regular semester.

PROGRAM OF STUDY

A student registering for 12 or more semester hours will be considered a full-time student and should follow one of the curriculums as outlined.

CLASS ATTENDANCE AND ABSENCES

When a student enrolls in a course, the student assumes the responsibility for attending all class meetings, completing all assignments, and otherwise satisfying the requirements of that course. Realizing that from time to time there may be just cause for absence, the College has established the policy outlined below.

The student should discuss with the instructor the impending absence before it occurs if possible or immediately after his/her return to class if the absence was an emergency. The student is responsible for all work missed regardless of the reason for being absent.

1. Official absences are those incurred when students miss class while officially representing the College. The College sponsor of the group supplies a list to the Director of Admissions, Records, and Research's Office in advance, and instructors are notified from that office before the next meeting of the class following the absence. Official absences will not count in the total number of absences allowed.
2. Unofficial absences occur when students who are not representing the college miss class. Total unofficial absences per class may not exceed three for a class that meets once per week, four for a class

that meets twice per week, six for a class that meets three times per week, eight for a class that meets four times per week or ten for a class meeting five times per week. Tardies which equal the number of times the class meets per week will constitute an unofficial (Exception: For classes which meet once per week, three tardies will constitute an unofficial absence.) If a student exceeds these numbers of absences he/she will be cut out of class and will receive an "F" for the course.

3. The student who misses announced tests or class assignments due to unofficial absences must have approval of the instructor to take make-up tests or to complete assignments. Approval will not be granted unless the student presents a valid reason for having been absent.
4. The student has the right to appeal if he or she feels that there were extenuating circumstances for exceeding the allowable number of absences or for being cut out of class and receiving an "F" for the course. Within three (3) days of the notice of being cut out of the class(es), the student should submit to the Dean of Students a written letter of appeal giving all reasons for the appeal. The student will meet with the Absentee Appeals Committee. This committee will include the Dean of Students, the student's instructor, the academic or vocational counselor (depending on classification of student), an administrator-at-large, an instructor-at-large, and the Student Body Association President. A majority vote will be necessary for the student to be reinstated in class. Should the matter not be resolved to the student's satisfaction through the Absentee Appeals Committee, the student has the right to appeal to the President of the College within 24 hours. Such appeals must be made in writing with all reasons for the appeal given. The last step in the appeals process will be the hearing before the Board.

DROPPING A COURSE

If a student desires to drop a course, the student may do so at any time with proper approval. There is no charge for dropping a course.

Unofficial withdrawal from a course at any time during the semester will result in a grade of F. No student can drop a course within five class days prior to examination.

EXEMPTION

Any student who has applied and been accepted as a candidate for graduation may be exempt from the final examination of any course in

which the student has at least a B average as of the last regular class meeting. Exemption of graduates and types of examinations (unit or comprehensive) are left to the discretion of the instructor.

PRE-REGISTRATION TESTS

The American College Test will be administered to all academic and technical students under age 23 who have not previously taken it. The results will be used in classification. In addition assessment tests are given in English and Mathematics. Students will be placed in these courses based on three criteria: (1) ACT scores (2) Local assessment (3) High school grades.

ORIENTATION

All students entering East Central Community College for the first time must participate in the orientation program. The program is designed to acquaint new students with rules and regulations of the College, registration procedures, and college curricula. During this time standardized testing is done, and students are assigned to faculty advisors who help them in proper course selection. School publications are reviewed, and handbooks are distributed and discussed. Orientation is held on each advance registration date in the summer and on the first two days of each regular semester.

MAXIMUM LOAD

Fifteen or sixteen semester hours of academic work are considered a normal load each semester. First semester freshmen are not allowed to register for more than a normal load unless specified in the curriculum. Other students desiring to enroll for 20 or more semester hours must have special permission from an appropriate curriculum advisor and approval by the Dean of Instruction. A full-time vocational student cannot enroll in a daytime academic course for credit.

WITHDRAWAL FROM SCHOOL

Any student who leaves the College, except for temporary absences, must secure a withdrawal permit in duplicate from the Academic or Vocational Counselor's office, where he will be instructed as to the proper procedure. This permit, when completed, must be filed with the Director of Admissions, Records and Research and Business Manager of the College. Administrative withdrawal may be processed by the Dean of Students or Director of Admissions, Records, and Research.

ACADEMIC FORGIVENESS

East Central Community College students who have not been enrolled in any postsecondary educational programs for a period of four consecutive years may petition the Dean of Instruction to have their prior credit records removed from consideration for determining qualifications for graduation from East Central Community College.

Any students who have changed their degree or certificate objective, for example, from an Associate of Arts/Science degree to an Associate of Applied Science degree, or vice-versa, may petition the Dean of Instruction to apply only those courses and quality points applicable to their current degree or certificate objectives. A change of major within the same degree or certificate designation does not qualify under this policy.

For students who seek academic forgiveness and whose petitions are approved, the College will utilize only the courses and quality points earned from the time approved for forgiveness in determining the students' eligibility to graduate from East Central. For students who have changed their degree or certificate objectives, the College will utilize only those courses and quality points which apply to the degrees or certificates that they seek to receive.

The College will make notations on the students' records regarding the application of this policy. All courses taken at the College and courses transferred to and accepted by the College will remain on the students' permanent records and no guarantees will be expressed or implied regarding the transferability of the forgiven credits to other postsecondary institutions. The VA does not recognize this policy for students receiving VA benefits.

A student may utilize the provisions of this policy only once.

GRADUATION

**ALL STUDENTS EXPECTING TO BECOME CANDIDATES
FOR DEGREES OR CERTIFICATES MUST FILE AN
APPLICATION WITH THE DEAN OF INSTRUCTION
BY THE ANNOUNCED DEADLINE DATE**

REQUIREMENTS FOR DEGREES

East Central Community College grants three associate degrees the Associate in Arts, the Associate in Science, and the Associate in Applied Science. Students who plan to transfer to senior institutions should take note that substitution in the specified courses of Categories I and II below may be made with the approval of the Dean of Instruction in order to meet senior college requirements. A student may transfer back from

senior college a maximum of six semester hours to complete graduation requirements at East Central Community College.

I. To graduate from the College with the degree of Associate in Arts a student must:

- (1) Earn a minimum of 64 semester hours of credit to include: the 33 semester hours listed in the Academic Core Curriculum, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled only the last grade recorded will count for quality point purposes);
- (3) Complete a minimum of sixteen semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

II. To graduate from the College with the degree of Associate in Science a student must:

- (1) Earn a minimum of 64 semester hours of credit to include: the 33 semester hours listed in the Academic Core Curriculum, fourteen or more semester hours of laboratory science, and not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.);
- (2) Earn an average of two quality points for each semester hour attempted; (When a course is scheduled and rescheduled, only the last grade recorded will count for quality point purposes)
- (3) Complete a minimum of sixteen semester hours at East Central Community College
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and-or extension.

III. To graduate from the College with the degree of Associate in Applied Science a student must:

- (1) Earn a minimum of 64 semester hours of credit to include the 18 semester hours listed in the Technical Core Curriculum, all technical courses in the specified program of study as listed in Chapter 5, "Program of Study" in the College Catalog, but not more than four semester hours of activity courses (Physical Education, band, choir, varsity sports, etc.); and enough approved non-technical courses to complete 64 semester hours;
- (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes);

(3) Complete a minimum of sixteen semester hours at East Central Community College;

(4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.

IV. To graduate from the College with a second associate degree, which must be different from the first, a student must:

- (1) Earn a minimum of 15 additional semester hours of credit with no more than one semester hour of activity credit (physical education, band, choir, or varsity sports);
- (2) Meet all of the requirements listed for the second degree as enumerated in paragraphs I, II, or III above;
- (3) Complete all 15 additional semester hours credit at East Central Community College;
- (4) Secure the approval of the Dean of Instruction.

V. To graduate from the College with the degree of Associate Degree Nursing a student must:

- (1) Earn a minimum of 67 semester hours of credit to include all courses in the curriculum guide, Chapter 5, but not more than four hours of activity courses (Physical Education, band, choir, varsity sports, etc);
- (2) Earn an average of two quality points for each semester hour attempted; (when a course is scheduled and rescheduled, only the last grade recorded counts for quality point purposes);
- (3) Complete a minimum of sixteen semester hours at East Central Community College;
- (4) Earn not more than one-fourth of the work required for graduation by correspondence and/or extension.

REQUIREMENTS FOR CERTIFICATES

East Central Community College grants nine months, one year, and eighteen months, certificates.

To graduate from the College with a certificate in a particular program a student must:

- (1) Make a passing grade and average a "C" (2.00 point) on all those courses required in the curriculum. Grades in courses not listed in the curriculum will not be counted in calculating quality point averages.
- (2) Satisfactorily complete a prescribed certificate program as outlined under curriculum.

- (3) Practical nurse students and surgical technology students must maintain a grade of 80 on each course to earn a certificate.

GRADUATION FEE

A \$30.00 graduation fee is charged all students who are tentatively accepted for graduation.

TRANSCRIPTS

It is the policy of this institution to furnish free to each graduate of East Central Community College upon written request one transcript of his or her credits earned here. All transcripts are \$2.00 each. Correspondence pertaining to this service should be addressed to the Director of Admissions, Records, and Research of the College. The College reserves the right to protect the student's records from outside agencies. Holds will be placed on transcripts for non-payment of fees, board, fines, etc.

HEALTH SERVICES

Medical services are available to students. The campus nurse provides routine medical care and simple medication. Students who need more specialized care must visit their family physician.

Clinics in Decatur and hospitals in Newton and Union provide emergency medical care for students.

COUNSELING AND GUIDANCE

East Central Community College is wholly committed to providing the service of professionally trained guidance personnel to all of its students. The purpose of the guidance work is to provide professional assistance to the students in deciding academic, vocational, and personal questions, especially as they involve their college life.

The Dean of Students has overall supervision and coordination of guidance, counseling, extra-curricular activities, and religious development. In addition, a full-time academic counselor, a full-time vocational counselor, and a full-time career counselor are employed by the College. Also, faculty members serve as academic advisors in their particular area. Advisors are selected from the teaching faculty according to curricula. Faculty members are well qualified to assist the students in their career planning. Each student upon entering selects a course of study with the aid of one of the Advisors. Frequently meetings are held, and the students are urged to keep constantly in touch with their Advisor on matters pertaining to their educational or vocational careers. By careful planning, the students

can find and pursue the course of study that will be most helpful in their chosen professions. Each student is thus aided in choosing a vocation for which the student is best suited.

Personal problems should be referred to the Dean of Students or one of the professionally qualified guidance counselors. Students with disabilities should contact the Dean of Students for possible accommodations.

FIREARMS ON CAMPUS

In keeping with the laws of Mississippi, students are not permitted to have rifles, shotguns, or other forms of weapons on campus.

STUDENT IDENTIFICATION CARD

Each full-time student will be issued an identification card during registration at a cost of \$3.00. The card will be used as an activity card during regular school session. Failure to show or surrender the identification card when requested by any East Central Community College official will result in disciplinary action. Replacement of card due to loss will cost \$10.00.

UNSATISFACTORY CONDUCT

Upon enrollment each student is given a Student Handbook in which the rules and regulations governing student conduct are listed in detail. Violations which could result in suspension from college will require that the student appear before the Discipline Committee, while violations which are not cause for suspension will be handled by the appropriate authorities.

ADULT AND CONTINUING EDUCATION PROGRAM

The Adult and Continuing Education Program meets the needs of an increasing number of adult and nontraditional students who wish to earn a degree on a part-time basis, prepare for job advancement or career change, or improve quality of life through personal enrichment and enhancement of knowledge in a specialized field of study. Classes are taught at the Decatur campus of East Central Community College and at several off-campus locations throughout the five county district.

Present off-campus sites include Carthage, Forest, Louisville, Philadelphia Vocational/Technical Centers, Morton High School, and the Choctaw Indian Reservation near Philadelphia. Credit Classes may be arranged on-site for business or industry, school districts, medical

facilities, government agencies, or in any location where specific educational needs exist.

ADULT BASIC EDUCATION PROGRAM

East Central Community College teaches adult basic education classes in Leake, Neshoba, Newton, Scott, and Winston counties. Classes are available to the general public in literacy training and GED preparation. Adult basic education classes are free. Class locations include Forest, Newton, Decatur, Carthage, Thomastown, Louisville, Philadelphia, and Union.

GED testing is offered at East Central Community College, and the Vocational-Technical Centers at Carthage, Forest, Louisville, and Philadelphia. There is a fee for the five-part GED test. The GED diploma is recognized as the equivalent to the high school diploma.

CHILDCARE LABORATORY

The East Central Child Development Technology program operates a licensed, on-site childcare center for the laboratory training of students majoring in the field. The center operates during the fall and spring semesters. It is opened to ECCC employees' and students' children. There is a minimum fee. The facility is located on 10th street.

FACILITY ARRANGEMENTS

Facility arrangements are available to professional, fraternal, governmental, or other associations that may require this space and service for seminars, workshops, and annual meetings. Coordinators are available to assist with every detail in the organization and implementation of a successful meeting from banquet arrangements to on-site registration. A calendar of events is maintained in the office of Adult and Continuing Education listing all activities by college and outside agencies.

CONFERENCES, WORKSHOPS, TRAINING PROGRAMS

Conferences, workshops, and training programs assist in solving special problems encountered by businesses, industries, and government agencies. Programs may be offered on-site at the client's facility or at East Central Community College. CEU (Continuing Education Units) credit is available if requested.

The Small Business Development Center offers workshops throughout the district at locations convenient to the small business community. The

Topics of these programs are designed to address many aspects of operating and maintaining a small business profitable. Topics may include:

- Starting a small business
- Customer service
- Marketing
- Financial management
- Developing a business plan

CAMPS AND CLINICS

A wide variety of camps and clinics are conducted annually to serve youth during the summer months. The choices include baseball, basketball, and cheerleading camps with short courses in foreign language, computer science, math, and art offered through Kid's College. Participants are given the opportunity to explore various fields and to further develop sports or academic skills under the supervision of qualified instructors in a college setting. The philosophy of each particular camp, whether sports or academic, emphasizes a well-balanced, enjoyable learning experience.

TRAVEL PROGRAMS

Travel programs are offered periodically to provide educational and personal enrichment. College faculty have served as directors for trips to such destinations as England, France, Switzerland, Austria, Germany, Australia, and New Zealand. College credit may be earned.

EXTENSION CENTER

Classes may be organized which give credit beyond junior college credit. The college has served as an Extension Center for Mississippi State University and the University of Southern Mississippi at various times in the past.

THE LEARNING SKILLS CENTER

The Learning Skills Center is a tutorial lab for students who need or want supplemental instruction. The Learning Skills Center has two components: a computer aided instruction lab and tutoring by peers, faculty, and community volunteers. The LSC components will be implemented by the Director of the Learning Skills Center cooperating with the Learning Resource Advisory Committee in policy making and performance assessment activities. The Committee will be comprised of:

1. **Learning Resource Advisory Committee:**
Two students: one sophomore, one freshman, appointed by the faculty; one faculty representative each from the basic skills areas, i.e., English, reading and math; Dean of Instruction; Dean of Students; Director of Adult and Continuing Education; Academic Counselor; Vo-Tech Counselor; and Learning Skills Center Director.
2. **Coordination**
The Learning Skills Center Director will meet with academic department faculty to coordinate services and determine needs of students. The ongoing process of analyzing job market data will be coordinated with the tech prep career center coordinator and the science and technology instructor to meet the needs of business and industry. Student services will be coordinated with the Dean of Students and the student services staff.
3. **Subject Areas**
Subject areas will be primarily developmental reading, writing, and math. In addition, higher levels of these subjects plus science, social science and other courses as needed will be available through the computer lab and individual tutoring.
4. **Referral**
Students may be referred by faculty, counselors, or themselves.
5. **Student Assessment**
Students will be assessed using a combination of student and faculty interviews, computerized assessment, local English and math placement tests, high school transcripts, and ACT scores. Records are maintained on students who utilize the services of the center.
6. **Schedule**
The Learning Skills Center will be open the following hours:

Monday and Tuesday	8:00 a.m. - 8:00 p.m.
Wednesday and Thursday	8:00 a.m. - 4:30 p.m.
Friday	8:00 a.m. - 4:00 p.m.

SKILL/TECH ONE-STOP CAREER CENTER

The mission of the Skill/Tech One-Stop Career center is to provide business and industry the education, training, placement, assessment, and consultation to improve the quality of the workforce in East Central Community College's five county district.

Specific classes are designed, curriculums developed and instructors provided to businesses and industries as needed in technical skill training, basic skills enhancement and Adult Basic Education.

WORK-BASED LEARNING

The Work-Based Learning program creates an opportunity for technology students which combines school-based education/training on the East Central Community College campus with structured, parallel work-site experience in local businesses and industries. The program's objectives are to better equip students for employment in technical careers and effectively manage the quality of technology education.

Placed in a work environment which compliments classroom instruction, the Work-Based Learning student masters skills and competencies which have been outlined by participating businesses and industries. In so doing, the Work-Based Learning participant earns competitive wages while learning from skilled professionals.

Work-Based Learning students enter the workforce equipped with employability skills as well as an educational background which enhance future career options. Students receive academic credit, transcript recognition for work site experience and an Occupational Proficiency Certificate.

TECH PREP

East Central Community College, in conjunction with the Mississippi State Department of Education and a consortium formed by local secondary schools, has developed and implemented the Technical Preparation Education Program. The Tech Prep initiative is a response to the challenges that students of today will face in the 21st century. In Mississippi, as in every other state in the nation, the success of new and expanding businesses depends on a technically sophisticated workforce. Tech Prep integrates college prep course work with vocational and technical applications. This planned sequence of courses begins in junior high school and is articulated to the community college, leading to an associate of applied science degree. Students can also pursue a four-year baccalaureate degree, if so desired. A comprehensive career and guidance program is a major component of Tech Prep to ensure each student is provided with appropriate educational opportunities.

INFORMATION TECHNOLOGY RESOURCES AND SYSTEMS

East Central Community College seeks to provide computer resources, computer networks, and information technology to the students, faculty, staff, and administration at a level that enhances learning and productivity. The College requires students to demonstrate computer literacy to meet graduation requirements and provides training opportunities for the

administration, faculty and staff. It is the responsibility of the users of computers and networks to act in a manner consistent with the rights of all other users.

Electronic information is volatile, easily reproduced, and easily vandalized. Respect for the work and personal expression of others is critical. Further, one should never publish anything on a computer network that they are unwilling to have made public. Computer users must never access, use, or edit files of others without the consent of the author.

The College's networks are monitored networks. Security and management considerations require that the networks be open for review and maintenance. A user of the networks can assume that anything stored on the networks is public information and should act accordingly.

The College's computers and networks are for official business and users shall access only those files and data to which they have authorization. Users shall protect her/his personal computer(s) from unauthorized use and safeguard her/his user-IDs and passwords.

Private and/or commercial uses of the College's computers or networks and work conducted for personal gain or profit will not be allowed.

At no time shall a computer user engage in illegal or immoral activities on the College's networks. Examples of these activities include the transmission of defrauding, obscene, threatening, violent, or unlawful materials.

Publication of annoying, harassing, or intimidating messages on the networks will not be allowed.

Using the College or State networks to advocate political positions will not be allowed.

Computer or networks users will not attempt to circumvent system security measures, modify the computer system or software, install invasive software such as "worms" or "viruses," or install pirated software on the College's computers or networks.

Users are not allowed to remove hardware, software, manuals, supplies, etc. from the College's computing sites without proper authorization.

Anyone who knowingly violates the principles outlined in this policy will be subject to appropriate disciplinary action.

DUE PROCESS PROCEDURES FOR STUDENT GRIEVANCES

Grievances by an East Central Community College student arising from compliance with the provisions of Title VI of the Civil Rights Act of 1964 and its Amendments, Part H of the Higher Education Act of 1965 and its Amendments, Title IX of the Higher Education Act of 1965 and its

Amendments, Section 504 of the Rehabilitation Act of 1973 and its Amendments, and the Americans With Disabilities Act of 1990 and its Amendments and other non-academic matters should first be presented to the Dean of Students. The only academic matters that may be appealed to the Dean of Students through due process are those that relate to charges of academic dishonesty and perceived errors in the transmittal of grades. The grievance should be written and should be delivered either in person or by mail to The Dean of Students, East Central Community College, P.O. Box 129, Decatur, MS 39327; telephone (601) 635-2111.

Upon receipt of a grievance under the provisions of this policy, the Dean of Students will schedule a hearing before a student-faculty committee within ten (10) days. This committee will be composed of the Dean of Students, the President of the SBA, the Academic or Vocational Counselor as appropriate, an academic, technical, or vocational member of the faculty as appropriate, and a student-at-large.

The committee and the grievant may call such witnesses as may be required to investigate the grievance. Further, the grievant may have an advisor present during the hearing. However, the advisor may only consult with the grievant and not speak for the grievant.

If the results and/or procedure of the student-faculty committee hearing are deemed unsatisfactory by the grievant, the grievant may appeal in writing within three (3) days to the President of the College who will schedule a hearing within (10) days of the appeal. The decision of the President shall be deemed final with regard to student due process procedures at East Central Community College.

The above three (3) steps shall exhaust full recourse available at the College.

Records of grievances filed under this policy shall be maintained in the Dean of Students office as stated in policy 5.5.2.21.

Student Complaints

Any student who wishes to make a complaint to East Central Community College about a college program, a service of the college, an employee of the college, or any other aspect of the college should follow the procedures provided in this policy.

The student should first discuss the problem with the faculty member, staff member, or administrator involved prior to initiating formal complaint procedures under this policy. If informal efforts are not productive or appropriate in resolving the complaint, the student should follow the procedures enumerated herein.

Students who wish to complain about academic or non-academic matters should contact the Dean of Students. The complaint must be in

writing and either be hand delivered or mailed to the Dean of Students, East Central Community College, P.O. Box 129, Decatur, Mississippi 39327; telephone (601) 635-2111.

All complaints will be handled by the Dean of Students or referred to the appropriate college official for response. College personnel who are not directly involved in the alleged problem will review the facts and make the final determination regarding the complaint. Students have the right to use the due process procedures contained in policy 5.5.2.21.1 for all non-academic matters. The only academic matters that may be appealed by a student through due process are those that relate to charges of academic dishonesty and perceived errors in the transmittal of grades. No adverse action will be taken against a student filing a complaint under the provisions of this policy solely on the basis of the complaint filed.

East Central Community College shall maintain comprehensive records of all complaints received for a period of five years. The records shall contain aggregate data on complaints and specific data on each complaint. Documentation required to support this policy shall be maintained in the Dean of Students office and will contain the following:

1. the Student Handbook, the College Catalog, and the Policy and Procedures Manual;
2. all letters of complaint and/or appeal;
3. written determinations of complaints;
4. all materials related to complaint processing and determination; and
5. a log of complaints.

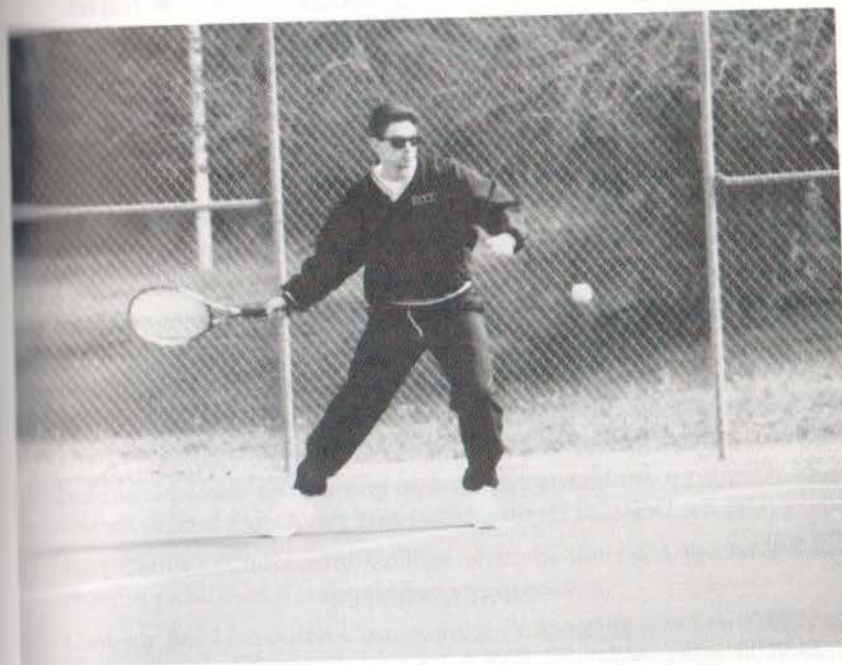
A log of all complaints will include the following information and will be maintained in the Dean of Students office.

1. a complaint number assigned to each complaint preceded by the last two digits of the calendar year in which the complaint was filed, e.g., 94-001;
2. the date of receipt of the complaint;
3. the name and address of the complainant;
4. the name of the individual(s) assigned to handle the complaint;
5. the dates of response to the complaint;
6. the date of resolution; and
7. the final disposition of the complaint.

An individual file for each complaint will be maintained in the Dean of Students' office and will include the following information.

1. the initial complaint;
2. all correspondence related to the complaint; and

3. written documentation of the final determination with the signatures of the party or parties who submitted the complaint and the representative(s) of the institution who made the final determination.



CHAPTER 4

FINANCIAL INFORMATION

EXPENSES FOR THE 1999-2000 REGULAR SESSION

	Dormitory Student	Day Student
FIRST SEMESTER		
Matriculation Fee	\$ 500.00	\$ 500.00
Room Fee	\$ 380.00	
Board (5 day meal plan)	\$ 540.00	
Total First Semester	\$1,420.00	\$ 500.00
SECOND SEMESTER		
Matriculation Fee	\$ 500.00	\$ 500.00
Room Fee	\$ 380.00	
Board (5 day meal plan)	\$ 540.00	
Total Second Semester	\$1,420.00	\$ 500.00
Total for Year	\$2,840.00	\$1,000.00

Cable TV and telephone are now available for students who choose to pay the fee to receive these services. Contact should be made directly to Cablevision and/or the Decatur Telephone Company.

Each dormitory student is required to purchase a meal plan. Students who prefer the Deferred Payment Plan may pay their board in the following way:

FIRST SEMESTER

1. \$180.00 — upon entrance
2. \$180.00 — September 20, 1999
3. \$180.00 — November 1, 1999

SECOND SEMESTER

1. \$180.00 — upon entrance
2. \$180.00 — February 14, 2000
3. \$180.00 — April 3, 2000

Fees are an additional \$710.00 per semester for out-of-state students.

Fees are an additional \$1,400.00 per semester for out-of-country students.

Cosmetology students see "12" under General Information.

GENERAL INFORMATION

1. There is no special charge for music or business courses for full-time students. There is a \$15.00 fee for laboratory science courses and a \$24.00 fee for ADN courses.
2. Non-resident fees are an additional \$710.00 per semester for out-of-state students, or an additional \$1,400.00 per semester for out-of-country students.
3. If the deferred payment plan is used and these payments are not met, there will be an additional charge of \$5.00 added to the account.
4. All fees are payable in advance on the date due as indicated in the "Board Calendar."
5. Holds will be placed on transcripts and records for non-payment of fees, board, fines, etc.
6. For registration on dates other than those listed on the college calendar, there will be an additional charge of \$15.00 added to the account.
7. All students who expect to register for fall semester as scheduled should complete admission requirements by August 1. Students who have not registered as scheduled in the bulletin will be assessed a late registration fee.
8. Students taking less than twelve semester hours on the Decatur campus will pay fees at the rate of \$50.00 per semester hour at the time they register.
9. Students taking classes at off-campus locations will pay fees at the rate of \$50.00 per semester hour at the time they register.
10. Adults who are 65 years of age or older may attend East Central Community College with Matriculation fees waived.
11. East Central Community College reserves the right to change any charges published if it should become necessary.
12. Cost for the 12 months Cosmetology Program is \$1780.00 which includes books and cosmetology kit. A first time student has a first time charge of \$280.00 for special supplies. Students applying for cosmetology must make an advanced partial tuition payment of \$50.00 in order to get on the admission list. (Non-refundable) charges may be made the following way:

Fall Semester	\$500.00
Spring Semester	\$500.00
Summer Semester	\$500.00

 Room and Board are same as listed on opposite page.

13. Cost for the twelve-month Licensed Practical Nursing (LPN) Program is \$1,500.00
Charges may be made in the following manner:
- | | |
|-----------------------|----------|
| Fall Semester | \$500.00 |
| Spring Semester | \$500.00 |
| Summer Semester | \$500.00 |
- Room and Board are same as listed on opposite page.
14. Cost for the LPN Bridge Program is \$500.00 for the summer, spring, and fall semesters.

FIRST COURSE FREE

East Central Community College has a policy to encourage adults who have not attended college previously to try college free. Any adult in the five-county district who has not previously enrolled in college and who otherwise meets entrance requirements may take the first college credit course free at any location in the district.

For purposes of this policy, an adult is anyone over 21 years of age who has graduated from high school or who has passed the GED Test and has been out of high school for more than one year. The \$50.00 per semester hour will be waived for the first course only.

Those interested should contact the Admissions, Records and Research Office at East Central Community College or attend registration as announced at the location where they plan to enroll.

REFUND POLICY

Refunds for full-time students are made only when a student has officially withdrawn or officially dropped to part-time status, and are based on the following schedule:

During Registration	100% of amount paid
First Calendar Week	75% of amount paid
Second Calendar Week	50% of amount paid
Third Calendar Week	25% of amount paid
After Third Calendar Week	No Refund

Part-time students will not be granted tuition refunds after the first class meeting.

Students who drop from full-time status to part-time status will be reassessed fees at the part-time rate through the eighth week of each semester and will be required to withdraw from the residence hall.

Meal plan refunds are pro-rated on the number of full weeks remaining for which a board payment has been made. There will be no refund of dormitory room rent.

The refund policy of East Central Community College for Veterans, Veterans' widows or War Orphans enrolled under Chapter 34 or 35 is on a pro-rata basis for the number of weeks remaining in the semester. The proper withdrawal procedure must be followed and the refund must be requested.

SUMMER SCHOOL EXPENSES

Expenses for the summer are different from those during the regular session. They are announced in a special bulletin, a copy of which may be obtained on request from the Director of Admissions, Records, and Research of the College.

THE COLLEGE BOOKSTORE

The campus bookstore is operated as a convenience to students and instructors in securing books when needed.

Secondhand books, in good condition, are purchased from students at a fair price provided such books will be used again as textbooks. This exchange of textbooks reduces the total cost of books for each student. Books will be purchased from students at the end of each semester during final examinations.

HOUSING AND BOARDING POLICIES

East Central Community College provides a comprehensive food service, seven resident halls, and an apartment building. The food service facilities and all residence halls are modern, air-conditioned facilities.

The apartments are designed to accommodate a married couple with one child. Prior written consent must be received from the College for additional occupants in a single apartment. The rent is \$200.00 plus utilities per month. Students interested in these accommodations should contact the Business Manager. In special circumstances, these apartments may be used to house honor students. The Dean of Students will make these recommendations.

Resident halls are provided on campus, and students are encouraged to live in the residence halls. All dormitory rooms are assigned based on the date of a \$60.00 deposit, which includes a \$10.00 key deposit and a completed housing application. However, room assignments are made only to students who have an application for admission on file in the Admissions Office. Students may send the room deposit with the application for admission. The housing application should also be included. Room Deposits and housing applications should be sent to the Business Office when not accompanying an application.

Room deposits are refundable if a student chooses not to attend East Central, but the school must receive the request for the refund by August 1. After this date, the deposit is forfeited.

This deposit is also refundable when an attending student officially withdraws from the residence hall, provided that the student is not charged with room damage or loss of keys. The deposit is forfeited if the student does not officially withdraw within one week of the last day of school or earlier. To officially withdraw, a student must complete a Dormitory Withdrawal Form and turn in his key to the Director of Student Life.

If a student has preference for a particular room or roommate, this should accompany the payment of the room deposit and should be noted on the Housing Application. East Central's dormitories are furnished, and the student will only need to provide bed linens.

Mabry Cafeteria offers wholesome but inexpensive meals for students. All residence hall students are required to purchase a meal plan, and they must present their ID cards each time they eat in the cafeteria. Students may not lend their ID card to other people. Also, food service is not available when the College is not in session on official holidays.

STUDENT HOUSING

Residence Requirements for East Central Students

1. Full-time single students who are receiving activity scholarships (athletic, cheerleader, band, Collegians, Centralettes, flag corps, or rifle corps) will be required to live on campus in the college's residence halls. Exceptions may be made for those students who live with parents or legal guardians, those who commute, for those who have a substantiated medical reason for not living on campus, and those who are over 21 years of age.
2. Single students less than 21 years of age who do not receive an activity scholarship and do not commute from their parents' or legal guardians' home, must have on file in the Dean of Students' office a release statement signed by the parents/guardians granting permission to live off campus. This release statement may be obtained from the Dean of Students' office.

NOTE: The justification or reason for this policy is for the protection and security of students, parents, and school officials involved in emergency situations that might occur with the aforementioned parties.

APPLICATION FOR HOUSING

EAST CENTRAL COMMUNITY COLLEGE
DECATUR, MS 39327

The housing application can be found inside the back cover of this catalog. The housing application must be typed or printed and may accompany the admissions application if the applicant intends to live in campus housing. A \$60.00 room deposit must accompany the housing application in order for the housing reservation to be complete. If you have already sent an admissions application, or if you are a current student, please send the housing application along with your room deposit to the business office.

STUDENT ACCOUNTS

Payment of students' expenses may be made by cash, check or money order. Checks should be made out to EAST CENTRAL COMMUNITY COLLEGE. The College will keep money or other valuables in its vault on request. There will be a charge of \$25.00 for all checks returned as NSF or Stop Payment.

STUDENT FINANCIAL AID

The following information is a summary of financial aid programs and policies at East Central Community College. For further information and application forms, contact:

Financial Aid Office
East Central Community College
P. O. Box 129
Decatur, Mississippi 39327
Telephone: (601) 635-2111, Ext. 218/326

SECTION I: FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT — This Federal Program is designed to provide financial assistance to students on the basis of need. Any eligible student may receive a Pell Grant. A Pell Grant is not a loan; therefore, it does not have to be paid back.

STATE OF MISSISSIPPI TUITION GRANTS — The State of Mississippi established the following grant programs in 1995 for eligible Mississippi residents; the Mississippi Resident Tuition Assistance Grant (MTAG) and the Mississippi Eminent Scholars Grant (MESG). Applications must be submitted by the deadline established by the State of Mississippi. Students must meet the eligibility requirements as established by the State of Mississippi in order to be eligible.

STATE STUDENT INCENTIVE GRANT (SSIG) — The State of Mississippi through a matching grant program with the Federal Government provides grants to eligible Mississippi residents. Very limited funds are available to students with substantial financial need.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) — This Federal Program is designed to assist students who would be unable to obtain an education without the grant and is available to a limited number of students of exceptional financial need. Because it is a grant, it does not have to be paid back.

WORK STUDY — East Central Community College participates in two types of work-study — Federal Work-Study and Institutional Work-Study. Students are awarded jobs based on need and academic ability. This program gives students a chance to earn money to help pay their educational expenses.

FEDERAL STAFFORD LOAN — A Federal Stafford Loan is a low-interest loan made to the student by a lender such as a bank, credit union, or savings and loan association to help with educational expenses. Two types of Federal Stafford Loans are available: Subsidized Federal Stafford Loans and Unsubsidized Federal Stafford Loans for middle income borrowers.

PLUS — The PLUS Loan Program is not based on need. PLUS loans are for the parents of dependent students. These loans provide additional funds for educational expenses. Like Stafford Loans, PLUS loans are made by a lender.

INSTITUTIONAL SCHOLARSHIPS — East Central Community College offers various scholarships to eligible students.

Academic Achievement Scholarships — The Academic Achievement Scholarships were established at East Central Community College effective at the beginning of the 1996 fall semester. The Academic Achievement Scholarships are available to any Mississippi resident who enrolls as a full-time student at East Central Community College the fall semester following his/her high school graduation. East student must have a high school grade point average of 3.0 or better on a 4.0 scale (90 or higher numerical average) to be eligible for this scholarship. Students who have ACT scores of 20 or above will not be eligible to receive ACT scholarships and Academic Achievement Scholarships. The Academic Achievement Scholarships will be available to eligible students for four (4) consecutive semesters, provided each awardee maintains a 2.5 G.P.A. for the first semester and a cumulative 3.0 G.P.A. for the second and third semesters at ECCC. A scholarship in the amount of \$100 will be awarded each semester to each eligible student.

Achievement Recognition Scholarships — Achievement Recognition Scholarships will be awarded to individuals who receive the following honors: Choctaw Indian Princess, in-district Junior Miss winners, Miss Heshoba County, and Miss Morton. Full tuition scholarships will be awarded to those eligible who enroll as full-time students at East Central Community College the fall semester following high school graduation. The scholarship will be available to the students for four (4) consecutive semesters provided each student maintains a 2.5 G.P.A. for the first semester and a cumulative 3.0 G.P.A. for the second and third semesters. Any student who does not maintain the required G.P.A. and is removed from scholarship, may have the scholarship reinstated by earning the required G.P.A. the following semester.

ACT Scholarships — The ACT Scholarships listed below will be available to any Mississippi resident who enrolls full-time at East Central Community College the fall semester following high school graduation. The ACT scholarship will be available to the student for four (4) consecutive semesters. See Section II: Financial Aid Policies for further requirements.

ACT Composite (20-23) - A scholarship in the amount of \$100 will be awarded each semester to the eligible student.

ACT Composite (24-26) - A scholarship in the amount of \$300 will be awarded each semester to the eligible student.

ACT Composite (27-30) - A scholarship in the amount of \$500 will be awarded each semester to the eligible student.

ACT Composite (31-36) - A full scholarship (Matriculation fee, room and board) will be awarded each semester to the eligible student.

Art Scholarships — The Art Department awards tuition scholarships to two students provided they meet the criteria established by the department.

To be eligible, a student must:

1. declare art as their major;
2. submit a minimum of ten quality works of art in various media such as: pencil, pen and ink, pastel, oil, acrylic or water color, and
3. enroll as a full-time student at East Central.

To remain eligible, a recipient must:

1. maintain a 2.0 grade point average with a 3.0 in art, and
2. design various images for the college.

Athletic Scholarships — Baseball, basketball, football, tennis, soccer and women's softball scholarships are awarded by the respective coaches. The athlete must meet the eligibility requirements of East Central Community College, the Mississippi Community and Junior College Association, and the National Junior College Athletic Association. The scholarships are awarded each semester in multiples of 1/10 up to a full for baseball, basketball, and football. Tennis, soccer and women's softball scholarships

are awarded each semester in multiples of 1/10 up to the amount of the matriculation (tuition) fee.

Band Scholarships — The Band Scholarships are awarded by the band director to full-time students. The scholarships are awarded by audition for marching band, concert band, jazz band, orchestra, and Collegians. Scholarship amounts vary depending upon participation in the various groups.

Cheerleader Scholarships — Cheerleader Scholarships are awarded to thirteen students (twelve cheerleaders and one mascot) who are selected by a committee. The scholarships are awarded in the following amount each semester: matriculation fee.

Mathematics Contest Scholarship — The Mathematics Department sponsors a Mathematics Contest and Seminar in the spring each year for high school juniors and seniors in the East Central District. The winner of the mathematics contest receives a three hundred dollar (\$300) tuition scholarship when entering East Central in the fall semester.

Mississippi Junior Academy of Sciences Scholarships — The Mississippi Junior Academy of Sciences Scholarships were established at East Central Community College effective at the beginning of the 1996 fall semester. Eligible students will receive full tuition scholarships each semester for a maximum of four (4) semesters. These scholarships will be available to any Mississippi resident who is a winner in the Mississippi Junior Academy of Sciences competition and who enrolls as a full-time student at East Central Community College the fall semester following his/her high school graduation. The Mississippi Junior Academy of Sciences Scholarships will be available to the eligible students for four (4) consecutive semesters, fall and spring only, provided the students maintain 3.0 grade point averages each semester they are enrolled at ECCC.

Music Scholarships — Music scholarships are awarded in the following areas:

Music Major, (voice and piano): The Music Department awards tuition scholarships to two students in voice and two students in piano each year provided that they meet the criteria established by the department. Recipients must:

1. declare music as their major
2. audition before the music faculty
3. enroll as full-time students
4. maintain a 2.0 grade point average overall with a 3.0 in music, and
5. perform as members of the Concert Choir

Ac'cents:

The Choral Department awards scholarships to students who are selected, through audition, to sing with the Ac'cents, a small vocal ensemble. The

amount of each scholarship is \$500 per semester.

Concert Choir — Partial-tuition scholarships are also provided for members of the concert choir. These scholarships are awarded by the choral director to full-time students.

Non-Traditional Student Tuition Scholarship for Full-Time Students — The non-traditional student tuition scholarship will be available to any qualified Mississippi resident 23 years of age or older, at the time of initial enrollment, who enrolls full-time at East Central Community College in Decatur. The scholarship will be available to the student for three (3) consecutive semesters following the first twelve semester hours earned as either a part-time or full-time student at East Central. To be eligible, a recipient:

1. Must enroll as a full-time academic or technical student on the Decatur campus.
2. Must have earned all previous college credit as a student at East Central;
3. Must have earned a minimum of 12 semester hours but no more than 21 semester hours of college credit as either a full-time or part-time student at East Central Community College;
4. Must have demonstrated the capacity and a strong desire to obtain a college education by maintaining a 3.0 GPA or higher for each previous semester at East Central;
5. Must complete a scholarship application form and submit it to the Dean of Students' Office; and
6. Must show potential for leadership, academic excellence, and have high moral standards and good character as documented by two letters of recommendation.

The recipients will be selected by the College Scholarship Committee from students who meet the criteria listed above. Proceeds from the scholarship will be credited to the recipients' account in the Business Office and may be used to pay for tuition only. Any student awarded the nontraditional student scholarship must maintain a B (3.0) average each semester and must remain enrolled as full-time student to retain the scholarship. (See the College Catalog, Section II: Financial Aid Policies for further requirements.)

Salutatorian Scholarships — A scholarship in the amount of \$300 will be available to the salutatorians of Mississippi high schools who enroll full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

Valedictorian Scholarships — A scholarship in the amount of \$500 will be available to the valedictorians of Mississippi high schools who enroll full time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The Valedictorian scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

Star Student Scholarships — A scholarship in the amount of \$500 will be available to the star students of Mississippi high schools who enroll full-time at East Central Community College the fall semester following high school graduation. In the case of a tie, each student will be awarded the scholarship. The scholarship will be available to the student(s) for four (4) consecutive semesters provided they maintain a 3.0 or higher grade point average each semester.

Vocational-Technical Scholarships — These scholarships are available in the skill areas which are part of programs offered at East Central. The vocational-technical counselor will make the awards to the winners.

To receive an FBLA, VICA, or Outstanding Student Scholarship, the student must enroll in the program area for which the scholarship was awarded.

To retain the FBLA, VICA or Outstanding Student Scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average is removed from the scholarship. The scholarship will be reinstated if the student earns a B (3.0) average the following semester.

1. A scholarship of \$100.00 per semester for four semesters will be awarded to the Outstanding senior student from each Cluster Area of the six vocational Centers in the East Central Community College District. The recipient will be selected by the Director and teachers at each center in consultation with East Central's Vo-Tech Counselors and Instructors.
2. A scholarship of \$100 per semester for four semesters will be awarded to the first place winners in the skill contest from the District VICA competition.
3. A scholarship of \$100 per semester for four semesters will be awarded to the first place winners in the skill contests from the District FBLA competition.
4. A scholarship of \$300 per semester for four semesters will be awarded to the first place winners in the skill contests from the state high school VICA competition.
5. A scholarship of \$300 per semester for four semesters will be awarded to the first place winners in the skill contests from the state high school FBLA competition.

A full scholarship (Matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school VICA competition.

A full scholarship (matriculation fee, room and board) for four semesters will be awarded to the first place winners in the skill contests from the national high school FBLA competition.

Youth Challenge GED Scholarships — The Youth Challenge GED Scholarships were established at East Central Community College effective the fall semester of 1995. Eligible students will receive scholarships equal to one-half the amount of tuition per semester. These scholarships will be available to any Mississippi residents who graduate from the Youth Challenge Program conducted by the Mississippi National Guard at Camp Shelby, Mississippi. The Youth Challenge Program is designed to assist teenage high school dropouts. The program involves six months of intensive physical and mental training designed to instill discipline and to prepare the students to take the GED test. Program sessions are conducted twice a year from January until June and from July until December. The scholarships will be available for eligible students for four consecutive semesters provided each eligible student maintains a 2.5 grade point average each semester he/she is enrolled at East Central. Specific requirements for the scholarship include a passing score on the GED test, successful completion of the Youth Challenge Program, and a favorable recommendation by the director of the Youth Challenge Program.

ENDOWED AND OTHER SPECIAL SCHOLARSHIPS — Endowed and Other Special Scholarships are funded by individual and group donations and are made available to eligible students according to each scholarship's guidelines.

Dr. Austin P. Boggan Scholarship — Established in 1998, this scholarship shall be awarded annually to a freshman pre-med major. The endowment was funded by the family and friends of Dr. Austin P. Boggan, a Decatur physician for over 40 years. Dr. Boggan completed high school at Rose Hill in Jasper County. After graduating from Jones County Junior College, Boggan served in the Army for three years. He then obtained a zoology degree from Mississippi State University. After completing two years of study at the University of Mississippi, he transferred to the Tulane University School of Medicine where he received the Doctor of Medicine degree.

Scholarship recipient selection shall be made by the College Scholarship Committee. To be considered, candidates must meet the following minimum criteria:

- Be a pre-med major
- Have earned at least a 3.0, or "B" grade point average in high school

Graduates of high schools within the College's five-county district including Scott, Winston, Newton, Leake, and Neshoba counties will be given first consideration for the annual scholarship award. However, students from other areas may also apply and may be considered.

The scholarship amount is estimated to be approximately \$500 for the first semester of the freshman year. However, the actual amount each year will depend upon the annual earnings from the scholarship endowment.

Applications will be accepted through the end of March each year. The award will be made for the fall semester of the student's freshman year only. For more information, contact the Dean of Students office.

Clayton Blount Scholarship — This scholarship was established in 1998 in honor and appreciation of Coach Clayton Blount by his former students. During his employment at East Central Junior College from the years 1953 through 1970, Coach Blount served in various capacities including physical education teacher, head basketball coach, assistant football coach, head football coach, dean of men, and athletic director. Coach Blount expected much of the students and athletes with whom he worked. He was a father figure and an exceptional disciplinarian. He expected the students and athletes to conduct themselves in a very decent manner at all times and to bring honor to the college that they represented. The rapport he had with his students allowed him to be very demanding of them while still keeping their respect and admiration. Because of his high expectations and discipline, many of the students with whom Clayton Blount was associated are now successful and respected citizens.

The following policies and requirements relate to the administration of this scholarship.

1. All funds contributed will be placed in endowment with only the interest expended each year for the scholarship awards. Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards.
2. A recipient will be selected annually by the East Central Community College Scholarship Committee from the pool of applicants.
3. Each recipient must:
 - a. be a graduate of a high school from the five-county area supporting East Central Community College
 - b. have a high school grade point average of 3.0 or above.
 - c. participate as an athlete in one of the major athletic programs at East Central which includes baseball, basketball, football, softball, and tennis.

- d. appear on East Central Community College's certification list as a certified athlete for the given year.
- e. not have been involved in any activity which would bring discredit to the College.
4. The scholarship will be available to the recipient beginning the fall semester following high school graduation. One-half of the scholarship will be awarded the fall semester and one-half will be awarded the following spring semester. To retain the scholarship for the spring semester, the student must earn a 2.5 grade point average on the 4.0 scale during the fall semester.

R. W. Bounds Scholarship — The R. W. Bounds Scholarship was established in 1986 by Mr. Sam Bounds, son of the person for whom the scholarship was named and member of the East Central Community College Board of Trustees. The elder Mr. Bounds was the founder of B and W Feed Service in Lawrence, Mississippi.

This scholarship is awarded to a graduate of Newton High School in the amount of \$100 a year for attendance at East Central Community College. The recipient will be named by the principal and vocational agriculture instructor at Newton High School. The recipient must have excelled as a student in vocational agriculture and must have displayed outstanding interest and involvement in the field of agriculture. An additional factor in the selection process shall be the need of the recipient for financial assistance to attend East Central Community College.

The scholarship will be awarded to the recipient at the annual Newton High School Awards Day Program.

The Paul V. and Voncile H. Breazeale Ministerial Scholarship — Mr. and Mrs. Paul Breazeale, both alumni of East Central Community College, established the Paul V. and Voncile H. Breazeale Trust Fund in 1995. The proceeds from this trust fund provide a scholarship to an incoming, full-time, freshman student who demonstrates financial need and who is enrolled in a curriculum which will prepare the student for a ministry in full-time Christian service. Preference will be given to Baptist students. Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards. The East Central Community College Scholarship Committee will make the annual selection from the applicants who have completed the application process and met the general eligibility requirements. To be eligible for the scholarship the student must:

- (1) be a high school graduate as verified by a high school transcript;
- (2) be a first-time, entering freshman in the fall semester;
- (3) demonstrate financial need on a current federal student financial aid form;

- (4) provide letters of recommendation from his/her high school principal, local pastor, and a personal acquaintance.

To retain the scholarship for the four semesters of eligibility, the student must maintain a 2.5 cumulative GPA as a student at East Central Community College and exhibit those characteristics which are expected of one who intends to follow a career in full-time Christian service. Students who wish to apply for the scholarship should contact the financial aid office at East Central Community College for a scholarship application.

The Mable Moore Carr Educational Scholarship — The Mable Moore Carr Educational Scholarship is for deserving graduating high school seniors from Forest High School in Forest, Mississippi. The scholarship is named after Mrs. Mable Moore Carr of Forest who served as a secondary school science teacher for some 30 years. It was created and fully endowed in 1996 by her four sons, all of whom attended community or junior colleges. Three of her sons, Jimmy, Hugh, and Tom, attended East Central, and Charles, the oldest son, attended Jones County Junior College.

Scholarship candidates must:

- (1) Have a "B" or better average;
- (2) Desire to pursue a degree in education;
- (3) Plan to attend East Central Community College in Decatur as full-time students during the fall semester following their senior year in high school.

The annual recipient will be chosen by a scholarship committee at Forest High School. If there are no qualified applicants pursuing a degree in education, others may be considered.

The Carthage Bank Scholarship — This scholarship was established in 1992 by The Carthage Bank. The scholarship will be available annually to a selected recipient whose legal residence is in Leake County. This full tuition scholarship will be available for the fall and spring semesters of each recipients' freshman year.

To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation;
- (2) must be a legal resident of Leake County;
- (3) have demonstrated leadership ability in his/her high school;
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

The Citizens Bank of Philadelphia Scholarship — This scholarship was established in 1992 by The Citizens Bank of Philadelphia. The scholarship will be available to a selected recipient from one of the four East Central Community College District counties served by this bank. These counties include Leake, Neshoba, Newton, and Scott. This full tuition scholarship will be available for the fall and spring semesters of each recipient's freshman year.

To be eligible, a recipient must:

- (1) enroll as a full-time student at East Central Community College the fall semester following high school graduation;
- (2) reside in an area served by The Citizens Bank of Philadelphia in the East Central Community College District;
- (3) have demonstrated leadership ability in his/her high school;
- (4) have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

The Comans Scholarship — This scholarship was established in the spring of 1998 by Wayne and Sandy Comans of Decatur. The value of this scholarship award will be \$500 each semester for up to four consecutive semesters.

Mr. Comans graduated from East Central Community College in 1971, then attended the University of Southern Mississippi. Mrs. Comans, the former Sandy Vallas, attended East Central Community College in 1973 and then transferred to Mississippi State University.

To be eligible for the Comans Scholarship, potential recipients must meet the following criteria:

- Be a high school graduate or hold a General Education Diploma (GED);
- Have at least a "C" or "C+" average in high school (2.0 - 2.5 on a 4.0 scale);
- Have a demonstrated financial need; and
- Agree to take part in recognition ceremonies involving the presentation of this scholarship award.

To remain eligible for the scholarship, students must maintain a minimum 2.5 grade point average. Selection of recipients will be made by the College Scholarship Committee. For more information, contact the Dean of Students Office at East Central. Call toll free at 1-877-GO2-ECCC or write Box 129, Decatur, MS 39327-0129.

W. R. Covington Scholarship — This scholarship was established in 1985 by Dr. Eddie M. Smith, President of East Central Community College, in

recognition of the support and assistance Mr. W. R. Covington of Noxapater, MS, has provided for many students to aid them in attending college and personally for his encouragement and financial support of D. Smith when he was a student at East Central Junior College. This scholarship is awarded to a graduate of Noxapater High School in the amount of \$150 for one year for attendance at East Central. One-half of the scholarship will be awarded each semester.

The Nellie Neill Cross Memorial Scholarship — This scholarship was established in memory of the late Nellie Neill Cross by her former students and friends. Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards. Mrs. Cross served East Central as a member of the faculty, as manager of the Sullivan Student Center and as a loyal supporter of the College for more than fifty years. The scholarship will be awarded annually to an entering freshman who plans to major in music with an emphasis in voice.

Fred Preston Dallas and Maudie Threatt Dallas Memorial Scholarship — This scholarship was established in 1991 to assist deserving graduates of Neshoba Central High School who reside in the southeast quarter of Neshoba County (indicated on an available map) to attend East Central Community College. It was established and funded by the children of Mr. and Mrs. Dallas in their memory and in honor of their interest in education. Seven of Mr. and Mrs. Dallas' eight children attended East Central Junior College. Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards. In the event that an eligible student is not selected from the designated area during a period of five years, then any eligible student living in Neshoba or Newton counties may be considered. In the event an eligible student is not selected during the following five-year period from these two counties, then any eligible student may be considered from the entire community college district.

The amount of the scholarship award should be based on the calendar year ending December 31st prior to the fall semester. The amount of the scholarship available should be the earnings in excess of the inflation rate up to the cost of the tuition, room and board for a year.

Requirements:

1. Available for four consecutive semesters to qualified entering freshmen whose family contributions are from fifty (50) percent to one hundred fifty (150) percent of each student's financial aid budget.
2. The person selected must have high moral standards, good character, and must not be a substance abuser.

3. The recipient must have demonstrated the capacity and a strong desire to obtain a college education.
4. The award will be for students pursuing an academic (university transfer) education only.
5. The scholarship is to be awarded on Awards Day at the appropriate high school.
6. The recipient must show potential for leadership and academic excellence.
7. In order for the recipient to be eligible for the second year, the student must have a D or above in all classes, must have an average of C or above, continue to have a financial need, and have a clear disciplinary record.
8. Funds from this scholarship are to be applied to the educational expenses of the recipients.
9. The recipients are to be selected by the College Scholarship Committee. The freshman recipients will be selected from students recommended by at least four of their senior year high school classroom teachers who agree that the students meet the above requirements.

Opal McMullan Dickinson Memorial Scholarship — This scholarship was established by the Marion McMullan family in memory of their daughter, Opal. It is awarded to a sophomore, who is majoring in elementary education. Selection is made by the student education association advisor and is based on academic success and potential, and the contribution to the student education organization.

The Leon Eubanks Kaljyc-Peers Leadership Award — This scholarship was established in 1994 by Mr. Leon Eubanks who was a faculty member at East Central Junior College from 1934 to December 1943. While an instructor at East Central, Mr. Eubanks was the faculty sponsor of a campus leadership organization called the Kaljyc-Peers. To honor the leadership philosophy of that organization, Mr. Eubanks stipulated that the interest earned from the invested scholarship corpus be used to fund an annual scholarship to be awarded to the President of the East Central Community College Student Body Association at the annual Awards Day program. The award funds will be disbursed in two equal payments during the year the student serves as the Student Body Association President.

Obe S. Farish Memorial Scholarship — This scholarship was established in 1986 by the family of Obe S. Farish to honor his memory and to assist a worthy student from Noxapater High School who will attend East Central Community College. Mr. Farish was a patron of Noxapater High School for nearly thirty years, having at least one child in school there continuously from 1939 until 1966. Of the five children, three attended East

Central Junior College. The scholarship, in the amount of \$300, will be awarded annually at the Noxapater High School Awards Day Program with the money being deposited in the Business Office at East Central Community College, \$150 per semester.

Robert G. Fick Memorial Scholarship — This scholarship was established by the family of Robert G. Fick who was a devoted music instructor at East Central Community College from 1951-1978. After his retirement, he continued to work in civic and community activities until his death on July 26, 1990. In addition to receiving a cash award of \$100, each year's recipient will have his/her name inscribed on a loving cup which was purchased by the family. This loving cup will remain on permanent display in the college's trophy case.

The criteria for the scholarship include sophomore standing with no less than 46 cumulative hours earned and a GPA of no less than 2.0. In addition, the recipient must have shown a dedication to the betterment of the music department through untiring work. Financial need and field of study are not criteria for selection.

The Dean of Students working with the scholarship committee will be responsible for selecting the recipient of the scholarship and the East Central Band Director will make the annual presentations.

Bank of Forest Scholarship — This scholarship was established in 1997 by the Bank of Forest.

To be eligible, a recipient must:

- (1) be a legal resident of Scott County;
- (2) have a strong desire to obtain a college education
- (3) Enroll as a full-time student at East Central Community College the fall semester following high school graduation;
- (4) have a high school grade point average of 2.5 or above on a 4.0 scale; and
- (5) be willing to participate in an awards ceremony and be part of publicity involving the Scholarship award.

The recipients will be selected by the College Scholarship Committee from students who apply and who meet the criteria listed above. Each recipient will receive \$500 for the fall semester and \$500 for the spring semester of their freshman year at East Central Community College.

R. O. and Bertha Hannah Scholarship — This scholarship was established in 1991 by the sons of R. O. and Bertha Hannah to honor their parents for the motivation, assistance, and encouragement they provided their children. Mr. and Mrs. Hannah encouraged their sons to acquire the education each would need to help assure a successful future. All four of the Hannahs' sons attended East Central Junior College.

Only the interest earned on the endowment corpus for this scholarship funds shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards.

This scholarship will be awarded annually to an entering freshman from Scott County. Eligible recipients of this scholarship must have the demonstrated potential for successful college study and must be able to demonstrate the need for financial assistance.

The Dean of Students working with the Scholarship Committee will select the recipients annually.

The Nancy Hiatt Harris ADN Scholarship — This scholarship was fully endowed in the fall of 1998 with a gift of \$10,000 from an unnamed alumnus who had a keen interest in enhancing the quality of the College's Associate Degree Nursing program. The scholarship was named for Mrs. Nancy Hiatt Harris, R.N., M.S.N., of Philadelphia who was the first director of the College's Associate Degree Nursing program. While serving in that role, Mrs. Harris spearheaded the program's achievement of initial state and national accreditation.

Candidates for the Harris scholarship must meet the following criteria:

1. Have a minimum grade point average of "C" or above on all previous college study, and
2. Have a demonstrated financial need.

Candidates must have previously been accepted and must be entering their first semester of the Associate Degree Nursing program. The scholarship will be awarded for the first semester of the two-year program. Recipients who withdraw during the semester of the award must repay the scholarship.

Only the interest earned on the endowment corpus for this scholarship fund will be used for the scholarship awards. No part of the endowment corpus will be used for the scholarship awards. Recipients will be selected by the College's Scholarship Committee.

The Delane Hudson/Voices of Congress Scholarship — This scholarship, the first minority-sponsored scholarship at the College, was established in 1998 by Mr. Delane Hudson, a member of the East Central Community College Board of Trustees representing Winston County. Mr. Hudson established the scholarship to encourage more Winston Countians, especially those needing financial assistance, to take advantage of the educational opportunities offered by the College. Candidates for the scholarship must meet the following criteria:

- Be a graduate of a public high school in Winston County;
- Have a high school grade point average of at least 2.5 or above on a 4.0 scale;

- Have a demonstrated financial need; and
- Enroll as a full time student at East Central Community College.

The recipient of this annual \$500 scholarship will be selected by the College Scholarship Committee. For more information, contact the Dean of Students Office by calling toll-free 1-877-GO2-ECCC, Ext. 204, or write box 129, Decatur, MS 39327-0129.

The Hudspeth Scholarship — This scholarship was endowed in the fall of 1998 with a substantial gift to the College from Henry Bane "Bubba" Hudspeth and his wife Faye McCully Hudspeth of Louisville. At the time of the gift, it was the largest individual donation ever made to the College.

Mr. Hudspeth, a successful businessman and Winston County native, graduated from East Central Junior College in 1959. The Hudspeths' son, Henry McCully "Cully" Hudspeth, graduated from the College in 1989. A lifelong supporter of East Central and community colleges statewide, Bubba Hudspeth served on the College's Board of Trustees for 28 years, from 1968 to 1996. He was chairman of the board for almost 11 years, from July of 1983 to January of 1994. In 1996, he was appointed to a six year term on the State Board for Community and Junior Colleges. He was chosen to serve as Vice-Chairman of that Board in 1997.

The Hudspeths established the endowment for this scholarship with a gift of stock to the College. The amount of the annual award for these tuition scholarships will depend upon the level of the earnings from the endowment.

Students from any public or private high school in Winston County are eligible to compete for a Hudspeth Scholarship. Also eligible are home-schooled students who meet the basic requirements. To be considered, each potential recipient must meet the following criteria:

1. Have a "C" or "C+" average in course work completed (2.0-2.5 on a 4.00 scale);
2. Have definable career goals and plans; and
3. Have a demonstrated need for financial assistance.

For more information, contact the Dean of Students' office at ECCC. You may call 1-877-GO2-ECCC, Ext. 300, or write Box 129, Decatur, MS 39327-0129.

La-Z-Boy Scholarship — This scholarship was established in 1995 by La-Z-Boy South located in Newton, Mississippi. The purpose of this scholarship is to provide financial assistance to qualified students who choose to enroll at East Central Community College. The scholarship will be awarded annually to a minimum of two students. Recipients must be legal Mississippi residents who enroll as full-time students on the Decatur

Campus, must be in-district students with preference given to Newton County residents, and must have a cumulative 3.0 G.P.A. on college credit course work or a "B" average on all high school course work. Students must have demonstrated a high level of participation in extracurricular activities and/or community involvement.

Frank Edwin and Nena Holt Leatherwood Scholarship — This scholarship was funded by the family and friends of the Leatherwoods in loving memory and honor of these two educators who ignited the spark of learning and encouraged the hopes and dreams of countless students. Mr. Leatherwood was a longtime member of the biology department faculty at East Central Junior College, and Mrs. Leatherwood served for many years as an elementary school teacher in Decatur. The scholarship is awarded each year to a freshman, selected by the science faculty, who will return for the next fall semester. The presentation of the award is made at Awards Day each spring.

The Thomas Rudolph Mayes Memorial Scholarship — Created in August of 1998, by his family and friends, this scholarship honors the memory of Mr. Rudolph Mayes, East Central English instructor for 28 years. According to his daughter, Mrs. Jackie Mayes Etie, Class of '79, of Houston, Texas, this scholarship "perpetuates the tenacious value of education and continuous learning exemplified by the life and contributions of this dedicated educator." Mr. Mayes graduated from East Central in 1952 with the distinction of having been elected to serve as the College's first student body president. Following completion of a master's degree in English from Mississippi State University, he began a career of teaching at East Central. During his tenure here he served as sponsor of Phi Theta Kappa, international honorary scholastic society for community college students, and sponsor of The Tom-Tom, the student newspaper. He retired in 1986. His first wife, Madaline Smith Mayes, who preceded him in death, served the College for 20 years as secretary to the registrar and later worked as a math teacher in the Newton County school System. Prior to his death, he was married for six years to Rosalyn Thompson Mayes of Decatur, an employee of the La-Z-Boy Corporation in Newton.

To be eligible for the scholarship, potential recipients must:

- Have maintained a 3.0 grade point average in high school on the 4.0 scale;
- Submit a letter of recommendation from a high school or college faculty member who taught the applicant; and
- Agree to take part in a recognition ceremony at which the scholarship award will be presented.

Recipients will be selected by the College Scholarship Committee. Only the interest earned on the endowment corpus for this scholarship fund

shall be used for this scholarship award. No part of the endowment corpus shall be used for the scholarship awards.

Merchants and Farmers Bank Scholarship — This scholarship was established in the spring of 1998 by the Merchants and Farmers Bank of Philadelphia. It is awarded the first semester of the freshman year at East Central and goes to two entering freshmen who receive \$500 each.

To be eligible, recipients must:

1. Be legal residents of Neshoba County;
2. Have overall high school grade point averages of 2.5, or "C", on a 4.0 scale;
3. Have ACT scores of at least 18;
4. Enroll as full-time students at East Central Community College the fall semester following high school graduation; and
5. Be willing to participate in an awards ceremony and be part of publicity involving the scholarship award.

The recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above. For more information, contact the Dean of Students office at East Central Community College.

Mississippi Association of Supervisors' Community College Scholarship — The Mississippi Association of Supervisors' Community College Scholarship was established in 1996 in the amount of \$500.00 per year (250.00 per semester) for one year or two consecutive semesters to each of Mississippi's 15 Community colleges. Eligibility for the scholarship is based on the following criteria:

1. Be a freshman and have potential for success in College;
2. Demonstrate a financial need although a minor consideration;
3. Complete the application process to the appropriate college to include:
 - a. letters of recommendation
 - b. transcript
 - c. other as required by each community college committee;
4. Selection to be made by each community college's scholarship committee;
5. Scholarship is non-renewable after one year;
6. Scholarship is renewable for second semester based on 2.5 or better GPA
7. Scholarship is to be publicized by appropriate community college;

Each community college will report the name of the recipient each year to their local Board of Supervisors and the Mississippi Association of Supervisors.

Bank of Morton Scholarship — This scholarship was established in 1997 by the Bank of Morton. To be eligible, a recipient must:

- (1) be a graduate of Morton High School;
- (2) have a strong desire to obtain a college education;
- (3) enroll as a full-time student at East Central Community College the fall semester following high school graduation;
- (4) have a high school grade point average of 3.0 or above on a 4.0 scale; and
- (5) participate in an awards ceremony and be a part of publicity involving the scholarship award.

The recipient of the scholarship will be selected by a committee composed of representatives from Morton High School and the Bank of Morton. The recipient will receive \$500 for the fall semester and \$500 for the spring semester of his/her freshman year at East Central Community College.

Dr. Margaret Mosal Memorial Scholarship for Leadership — This scholarship was established in 1997 to provide financial assistance to deserving students at East Central Community College. The award was established in honor of the late Dr. Margaret Mosal of Canton, Mississippi, former executive director of Phi Theta Kappa, the International Honor Society for Two-year Colleges. Dr. Mosal led the organization for 50 years, from 1935 to 1985.

The scholarship was funded by a Mosal Leadership Award stipend presented to Dr. Shelby L. Harris by Phi Theta Kappa with additional funds from Dr. Harris, longtime mathematics instructor and chairman of the Mathematics and Science Division at East Central.

The award will be given annually to a student who exemplifies the hallmarks of Phi Theta Kappa — scholarship, leadership, service and fellowship — during the student's freshman year of membership in Phi Theta Kappa as determined by the advisors of East Central's Theta Xi Chapter of Phi Theta Kappa.

In addition to a \$200 scholarship, awards will include placing the names of the recipients and the dates of presentation on an engraved commemorative plaque. Certificates will be presented to the recipients by an advisor of Phi Theta Kappa on the annual Awards Day at the College.

The Ben Myers Memorial Scholarships — These scholarships were established in memory of Ben Myers, a 1997 graduate of East Central Community College. Ben's family and friends created these scholarships after

he lost his life in an automobile accident in Winston County on July 3, 1998. While at East Central, Ben, an outstanding student-athlete, was chosen "Mr. East Central Community College." An accounting major from Philadelphia, he was a member of Phi Theta Kappa, the international scholastic honor society for community and junior college students. He was also a member of Phi Beta Lambda, an organization for students planning to pursue careers in business. He also served on the President's Council and in the Warrior Corps, an elite group of students who serve as ambassadors for the College. He was a Dean's List Scholar and a member of the College Golf Team at ECCC. After graduation from East Central, he attended the University of Mississippi where he was a senior, a Dean's List Scholar, and a member of the Fellowship of Christian Athletes as well as the Ambassadors, a volunteer student recruiting group. He was the son of Mr. and Mrs. Rocky Parks and Mr. and Mrs. Glenn Myers, all of Philadelphia. He was a 1995 graduate of Neshoba Central High School, where he served as president of the student body and was voted "Most Outstanding Senior."

Candidates for the Myers scholarships must meet the following criteria:

- Be a high school graduate from either Neshoba Central High School, Philadelphia High School, or Choctaw Central High School;
- Enroll full time at East Central; and
- Have a grade point average of 3.5 or above on a 4.0 scale

The annual selection of the two Myers scholarship recipients will be made by the College Scholarship Committee.

New Directions Scholarship — Established in the spring of 1998 by an East Central graduate and successful business executive, this scholarship provides \$2,000 for four semesters of full-time study by a nontraditional (older) student who has decided to return to college after having been out of school for more than three years. Recipients must meet the following criteria:

- Be at least 21 years of age
- Be either married or a single parent
- Have been out of school for more than three years (high school, college, or since passing the GED)

Recipients must maintain a "B" or better average each semester to continue receiving the scholarship. Recipients must continue full-time study and graduate or complete their course work within four semesters.

This award is presented every two years.

The Polk and Jennie Pace Scholarship — This scholarship was endowed in March of 1997 by Mr. Pace's widow, Scott County native Mrs. Jennie

Harsh Pace of Newton, Mississippi; her children, Mrs. Reba DeBari of Pensacola, Florida, and Dr. Harrell S. Pace of Biloxi, Mississippi; her grandchildren, Mrs. Donnie White of Clifton, Virginia, Mrs. Guy Garner of Lenoir, North Carolina, Mr. Stephen Pace of Murfreesboro, Tennessee, Mr. Michael Pace of Starkville, Mississippi, Mr. David DeBari of Luling, Louisiana, and Mr. Kenneth DeBari of Pensacola, Florida; and other family members and friends. This scholarship honors the memory of the late Mr. Lawrence Polk Pace, originally from Conehatta, Mississippi, who passed away January 23, 1997, at age 86. Mr. Pace, a businessman, was a strong believer in the value of education. He attended East Central Junior College in 1929. Both of his children and his daughter-in-law, the former Miss Grace Holman of Newton, all graduated from East Central. The Paces' son, Dr. Harrell Pace, MD, was named to the first East Central Hall of Fame in 1956. Their daughter, Mrs. Reba DeBari, a realtor, sang at the Orange Bowl with the East Central Choir in 1957, and performed nationally as a member of the Choral Society of Pensacola, performing in Carnegie Hall in 1990 and in 1997, and throughout the country.

Only the interest earned on the endowment corpus for this scholarship fund shall be used for the scholarship award. No part of the endowment corpus shall be used for the scholarship awards.

Each scholarship candidate must:

- (1) Be a resident of either Scott County, or Newton County, Mississippi
- (2) Have a "B" or better average his/her senior year in high school
- (3) Plan to major in either science, math, or music (if no applicant plans a major in these fields, others will be considered.)
- (4) Plan to attend East Central Community College in Decatur as a full-time student during the fall semester following his/her senior year in high school.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above. For more information, write the Dean of Students, East Central Community College, Box 129, Decatur, MS 39327-0129, or call 601-635-2111, ext. 204.

The Philadelphia-Neshoba County Arts Council Music, Art, or Drama Scholarship — This scholarship was established in 1996 by the Philadelphia-Neshoba County Arts Council. The purpose of this scholarship is to provide an award of \$200.00 per semester to an appropriately selected sophomore student who has declared music, art, or drama as his/her major.

To be eligible for this scholarship, the student must:

1. Have resided in Neshoba County for at least two years prior to attending East Central Community College;
2. Be of sophomore status;
3. Have maintained a cumulative college GPA of 2.5 or better; and
4. Have demonstrated leadership abilities and have moral and ethical values.

Recipients must maintain at least a 2.5 GPA to retain this scholarship.

The Music, Art, and Drama Scholarship Committee, composed of an art instructor, a drama instructor, and the director of bands, will annually select the recipients of this scholarship.

The Roscoe C. Pugh Memorial Scholarship — Roscoe C. Pugh was the first president of East Central Junior College. He served in that capacity from 1928 when the College was founded until 1934. He served previously as superintendent of the Newton County Agricultural High School.

In the fall of 1996, Leon Eubanks, who served from 1934 until 1943 as an English instructor at East Central and who was a graduate of the Newton County Agricultural High School, established and fully endowed this scholarship to honor his friend, Mr. Pugh.

Only the interest earned on the endowment corpus for this scholarship fund shall be used for the annual scholarship awards. No part of the endowment corpus shall be used for the scholarship awards.

To be eligible to be considered for this scholarship, candidates must:

1. Enroll as full-time day academic or technical students at the Decatur campus after having been previously enrolled as part-time students;
2. Have earned all previous college credits at East Central Community College;
3. Have earned a minimum of 12 semester hours credit and not more than 21 semester hours credit before applying for the scholarship;
4. Have a minimum 3.00 grade point average on all college work completed;
5. Have submitted completed scholarship application forms to the Dean of Student's office; and final selection of the recipients for this scholarship will be made by the College's Scholarship Committee.

This scholarship will be available for two semesters of enrollment at East Central Community College.

The Herman and Mosoura Rigby Memorial Scholarship — This scholarship was established in 1993 by Dr. M. G. Rigby who attended East Central Junior College in 1965 and 1966. Dr. Rigby came to East Central as an out-of-state student to major in education. He went on to complete his BA degree at the University of Southern Mississippi, and his MA and EdD degrees at the University of Mississippi. His parents were of great inspiration to him as he pursued his educational goals. It was in the memory of Dr. Rigby's parents that this scholarship was established. This two-semester scholarship will be awarded annually to an out-of-state entering freshman who demonstrates both the need for financial assistance and an aptitude for success as a student. The amount of each scholarship award will equal fifty-percent of the annual interest earned on the invested scholarship corpus. The remaining fifty percent of the annual interest earned will be added to the corpus. The annual recipients of this scholarship will be selected by the Scholarship Committee from the pool of qualified applicants.

The Charles and Judy Dowdle Thomas Scholarship — This scholarship was established in 1997 by the Thomas family. Mr. Thomas, class of '64, is a Philadelphia native living in Louisville and Mrs. Thomas is a Leake county native originally from Carthage. The scholarship fund, one of the largest at the College, was created with a donation of 430 shares of stock to the East Central Community College Foundation, Inc. To be eligible, a recipient must:

- (1) Be a legal resident of Neshoba County for three years or more and a graduate of Philadelphia High School;
- (2) Have a strong desire to obtain a college education;
- (3) Enroll as a full-time student at East Central Community College the fall semester after high school graduation, although College enrollment may be deferred for military service;
- (4) Have a high school grade point average of 3.0 or above on a 4.0 scale;
- (5) Be willing to participate in an awards ceremony recognizing receiving the scholarship and be a part of publicity involving the scholarship award.

Only the interest earned on the endowment corpus for this scholarship fund shall be used for this scholarship award. No part of the endowment corpus shall be used for the scholarship awards.

The recipients shall be selected by the College Scholarship Committee. The scholarship awards will be provided the fall and spring semesters of the recipients' freshman year at East Central Community College.

Kinoth and Ella Mae Thornton and Emerson Electric Scholarship — The Kinoth and Ella Mae Thornton and Emerson Electric Company

Scholarship was established by Mr. and Mrs. Thornton and Emerson Electric Company in 1991 as a tribute to the College for its many positive contributions to the Thorntons' lives. The contributions by the Thornton and Emerson Electric Company totaled \$10,000.00 which was used to establish the endowment for the scholarship. Interest and dividends and, if required, the sale of shares of stock from the investment will be used to fund scholarships in the amount of \$1,000.00 each to be awarded to cover four semesters of study. Thus, scholarship awards will be made on alternate years unless the full amount of an awarded scholarship is not utilized. The investment endowment shall never fall below \$10,000. To be eligible for this scholarship, the recipients must:

- (1) Reside in one of the five counties served by East Central Community College. Preference shall be given to applicants from Newton and Neshoba Counties.
- (2) Have family contributions on financial aid needs analysis forms that are from fifty (50) percent to one hundred (100) percent of the students' financial aid budgets.
- (3) Have the demonstrated ability to profit from higher education by having achieved acceptable grades in high school and by having participated in community projects or work experience.
- (4) Have high moral and ethical values.
- (5) Project the reasonable probability that they would not attend college if they did not receive assistance from this scholarship fund.

If on any year no one applies who substantially meets all of the above qualifications, no award will be made and the fund will accumulate. The Dean of Students of the College shall be responsible for notifying qualified high school students as to the availability of this scholarship. The College's Scholarship Committee shall screen all applications and make the final selections.

Union Planters Scholarship — This scholarship was established in 1992. Union Planters operates branch offices in Decatur, Union, Philadelphia, Forest, and Newton. The scholarship will be available to selected recipients from the four counties served by Union Planters in the East Central Community College District. Five scholarships in the amount of \$500.00 each will be awarded for the fall semester each year. To be eligible, a recipient must:

1. Enroll as a full-time student at East Central Community College the fall semester following high school graduation;
2. Reside in the East Central Community College District;
3. Have demonstrated leadership ability in his/her high school;
4. Have scored a composite of 20 or above on the ACT.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

The Lavern Vowell Memorial Scholarship — This scholarship was established in 1993 by Elizabeth, E. L., and David Vowell to honor the memory of their husband and father, Mr. Lavern Vowell, and to assist a worthy student in attending East Central Community College.

The scholarship which will be awarded each year to an entering freshman will cover the cost of tuition for two semesters. Each recipient of this scholarship must be a major in some field of business administration. Each recipient must have a demonstrated need for financial assistance and must have a demonstrated potential for academic success. Preference will be given to applicants for the scholarship who are or have been employed by Triple V, Inc. Applications for this scholarship will be received by the Dean of Students at the College. The College's scholarship committee will be responsible for the final selection of each year's recipient.

Wilks-Palmer Scholars Scholarship — Elgie Wilks Chatham, a Winston County native, endowed this scholarship in the spring of 1998 for students from Winston County.

Mrs. Chatham established the scholarship in honor of her parents, Mr. J. Earl Wilks and Mrs. Willie (Palmer) Wilks, who attended church and were active in the Liberty Community in Winston County for some 25 years. Mr. Wilks was in the grocery business in Meridian. Early in their marriage, Mrs. Wilks was a pioneer teacher in one-room, one-teacher schools in grades 1-8 in Winston County. The Wilks raised six children, three of whom graduated from East Central, and all of whom graduated from senior colleges and universities. Three of the children graduated during the depths of the Great Depression.

Mrs. Chatham was a 1934 graduate of Noxapater High School and a 1936 graduate of East Central. She then earned the B.S. degree in English from Mississippi State College for Women, her M.S. in counseling from the University of Southern Mississippi, and her Ed.S. in counseling from Mississippi State University.

Two of Mrs. Chatham's sisters also graduated from EC. Mrs. Melba Wilks Chesney of Meridian, class of '41, also graduated from USM, and Mrs. Doris Wilks Tissue, '39, of Pittsburg, Pennsylvania, finished at the "W." Another sister, Mrs. Janice Silvey Townshend of Dunedin, Florida, graduated from the University of Georgia. Their other sister, Mrs. Faye Wilks Tidwell of Lilburn, Georgia, graduated from Blue Mountain College. The five sisters' only brother, Dr. T. Palmer Wilks of Madison, Mississippi, graduated from MC and the University of Tennessee School of Dentistry.

Mrs. Chatham and her husband, Henry Elbert Chatham, who was in the finance business in Meridian, gave their inherent love and respect for quality education to their own children. They had two sons, both graduates of Millsaps. One, Henry, Jr. of Jackson, also graduated from Harvard Law School. The other, Franklin Earl, a cardiologist in Baltimore, graduated from John Hopkins University. He married another M.D., Dr. Mary (Dickson) Chatham, originally from Canton, Mississippi.

Requirements for the Wilks-Palmer Scholarship recipients include the following:

- Have evidence of a "burning desire" to go to college;
- Be a high school graduate from a school in Winston county; and
- Have a minimum 2.5, or C+, high school grade point average.

Other things being equal, scholarship preference will be given to a resident of the Liberty Community in Winston County. The amount of the scholarship, awarded the first semester of the freshman year, will depend upon the earnings from the endowment. Selection of recipients will be made by the College Scholarship Committee.

The D. P. (Doc) and Sybil C. Williamson Scholarship — The D. P. (Doc) and Sybil C. Williamson Scholarship was established in 1996 by Doc and Sybil Williamson as an expression of their appreciation for the College that provided Mr. Williamson, a 1952 graduate of ECJC, with the background and direction that he needed for a successful career in the poultry industry and later as a Methodist minister. The scholarship will be awarded annually to an entering freshman who meets the following qualifications:

- (1) Must plan to major in some area of agriculture;
- (2) Must have earned average grades in high school;
- (3) Must demonstrate a serious desire to better himself/herself educationally;
- (4) Must have a demonstrated need for financial assistance.

Recipients will be selected by the College Scholarship Committee from students who apply and meet the criteria listed above.

The scholarship award will be available for the fall and spring semesters of each recipient's freshman year.

General William Patrick Wilson Memorial Scholarship — This scholarship was established by the Class of 1937, family, friends, and associates of General Pat Wilson. It honors his memory as a coach, dormitory supervisor, teacher, and National Guard officer at East Central Junior College from 1933 to 1940, and his long and colorful military career. From his Pre-World War II days when he was affectionately known as Captain Pat, to his much decorated combat service in the European Theater of

Operations, and his outstanding record as Adjutant General of Mississippi, Pat Wilson was a remarkable leader of men.

It is the expectation of those who fund it that this scholarship will aid college students to develop such leadership qualities as he displayed. It will be administered by the Scholarship Committee of East Central Community College within the restrictions set by the founding Committee which are:

- (1) All funds contributed will be placed in endowment with only the interest expended each year for scholarships.
- (2) Recipients are to be selected annually by the College Scholarship Committee from students who have attained sophomore standing, a 3.0 grade point average, and who have a demonstrated need for financial assistance.
- (3) To retain the scholarship for a second semester a student will be required to maintain a minimum of a 2.5 grade point average on the 4.0 system.
- (4) The award each year will be made on Awards Day so that due recognition may be given the recipient.

SECTION II: FINANCIAL AID POLICIES

FEDERAL PROGRAMS — In order to be eligible to receive financial aid at East Central Community College, students are expected to maintain satisfactory progress toward their certificate or degree objective in the academic, technical, or vocational programs. Satisfactory progress for all Title IV aid (Pell Grant, State Student Incentive Grant, Supplemental Educational Opportunity Grant, Federal Work-Study, Stafford Loan, or PLUS/SLS Loans) for the various programs for full-time students is defined below. The required number of hours to be completed will be reduced proportionately for part-time students. At the end of the time frame allowed for the completion of a program, students will not be eligible to receive financial aid regardless of their grade point average or cumulative hours earned.

1. The time frame for the number of hours to be completed and the grade point average required is as follows:

At the end of this semester	1	2	3	4	5	6
student must have accumulated at least this many hours	9	18	28	40	52	64
With at least a cumulative grade point average of	1.0	1.5	1.75	2.0	2.0	2.0

2. A student who does not meet these standards will be placed on financial aid probation for a semester. During the probationary semester, a student will continue to be eligible for financial aid. Upon completion of the probationary semester a student who does not meet the satisfactory progress standards will be ineligible to receive financial aid and will remain ineligible until the standards are achieved.
3. A student's entire record at East Central Community College will be evaluated to determine eligibility for financial aid regardless of whether or not the student has received aid for all semesters.
4. Upon enrolling at East Central, a transfer student will be considered to be maintaining satisfactory progress and will therefore be allowed to receive financial aid for one semester without the transfer credits being considered. At the end of that semester the transfer student's entire record, including not only the credits earned at East Central but also the accepted transfer credits from the previous institution, will be evaluated to determine if the student is maintaining satisfactory progress in the program being pursued by the student.
5. Developmental courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.
6. The procedure for determining satisfactory progress as related to incomplete grades, withdrawing from a course, or repeating a course will be the same as those procedures followed by the Admissions and Records Office. Students may obtain additional information about these procedures from the Office of Admissions, Records, and Research or the Financial Aid Office.
7. Students who wish to appeal the decisions and financial aid awards made by the Financial Aid Office should submit a written request for an appeal to the Director of the Financial Aid Office. The written request should include any information relative to the case. The appeal will be reviewed by the Financial Aid Appeals Committee. The student will be notified in writing of the committee's decision.

INSTITUTIONAL PROGRAMS — The following information is related to Scholarships and Institutional Work-Study.

1. A student receiving institutional financial aid in the form of an Athletic Scholarship, Band Scholarship, Cheerleader Scholarship, or Institutional Work-Study must pass nine (9) semester hours and earn eighteen (18) quality points during a semester. If a student does not meet this standard at the end of a semester, the

student will be placed on probation for a semester. During the probationary semester, the student will be eligible to receive the institutional financial aid. Upon completion of the probationary semester, a student who does not meet the standard will be ineligible to receive the institutional financial aid. This policy coincides with the academic probation and suspension policy of the college; therefore, when suspended students become eligible to return to college, they shall also be eligible to receive institutional financial assistance.

2. To retain an ACT, Salutatorian, or Valedictorian scholarship, a student must maintain a B (3.0) average each semester. Any student who does not maintain a B (3.0) average and is removed from scholarship, can get back on scholarship by having a B (3.0) average the following semester provided the scholarship is for four (4) semesters. See Section I: Financial Aid Programs for further eligibility requirements.
3. Total financial aid in scholarships from East Central Community College for dormitory and commuter students MAY NOT exceed the published cost of matriculation fee, room, board, and an allowance of \$200 per semester for books.
4. Total financial aid awards for a student which includes Title IV aid (campus-based aid or loans) and institutionally funded aid may not exceed the campus-based budget or the student's need as determined by the need analysis document.

AWARD NOTIFICATION — Students who complete the financial aid application requirements and who provide all required forms by April 1 will be notified regarding their financial aid awards, normally, by the end of July. Students who apply after the April 1 priority deadline will be notified on a rolling basis after the priority group is complete.

Requests for information and award letters will be mailed to the address listed on the student's financial aid application.

CHAPTER 5

PROGRAMS OF STUDY

ACADEMIC PROGRAMS

Suggested programs of study in many fields of interest have been established with recommended courses for each semester. Students should note that these outlines are suggestions, not requirements. Requirements for degrees and certificates are listed in Chapter Three.

The East Central Community College transfer programs are designed for the student who wishes to complete two years of college work and continue toward a Baccalaureate degree at senior college. These suggested programs of study have been set up with extreme care; however, students should consult with advisors and the university or college catalog of their choice to ensure that the right courses are taken.

In 1991, the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges approved an articulation agreement which provides for the transfer of academic credit in over 160 majors available at the eight senior institutions in Mississippi. This agreement is a safety net for students who plan to transfer. East Central has utilized this agreement in developing programs of study. A student who follows the prescribed course of study in this catalog with the assistance of their advisor and the catalog of the college to which they plan to transfer should experience no difficulty with the acceptance of East Central credit.

The course sequences listed in this catalog do not represent the only majors available to students. East Central Community College can offer course work in all of the majors listed in the Articulation Agreement. Majors included on the following pages are those most frequently pursued by students at East Central Community College. Students interested in majors not specified in this catalog may request a copy of the major from the Articulation Agreement or follow the catalog of the four-year institution to which they will transfer upon completion of course work at East Central Community College.

BASIC COLLEGE CORE CURRICULUM

This core curriculum is designed for students who later plan to transfer with junior standing to one of the four-year colleges in Mississippi. Students should understand that different colleges and universities have their own requirements, and students should consult the latest catalog of the institution to which they plan to transfer.

The following East Central Community College core curriculum contains the core curriculum which is required by all universities under the State Board of Trustees, Institutions of Higher Learning, which was implemented during the fall of 1984 and the core curriculum is incorporated in all transfer programs of study as outlined in this chapter.

English Composition	6 semester hours
Laboratory Science	6 semester hours
Humanities & Fine Arts	9 semester hours
Social/Behavioral Science	3 semester hours
College Algebra or Higher Mathematics	3 semester hours
Oral Communication	3 semester hours
Computer Science	*3 semester hours
Total	33 semester hours

This 33 semester hour core curriculum is required for graduation from East Central Community College in both transfer degrees - the Associate in Arts and the Associate in Science. (See requirements for degrees section of chapter three - Academic Policies.)

AGRICULTURE (AGRI)

Advisor: Mr. Alexander

The combination of courses in this curriculum is offered for students who are planning to be professional agriculture workers. Upon successfully completing the agriculture program of study, graduates should be able to enter the junior year of agriculture at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition ...	3	ENG	1123	English Composition ...	3
CHE	1214	General Chemistry	4	CHE	1224	General Chemistry	4
HIS	2213	American History	3			*Approved Elective	9
MAT	1313	College Algebra	3				
BIO	1134	General Biology	4				
			17				16

SOPHOMORE YEAR

First Semester				Second Semester			
PSC	1113	Amer. Nat. Government	3	SPT	1113	Oral Communication ..	3
BIO	2414	Zoology	4			Fine Arts Elective	3
ECO	2213	Principles of Economics	3	CSC	1113	Intro. to Computer	
		Approved Electives	6			Concepts	3
			—			*Approved Electives ...	6
			16				15

*Approved by curriculum advisor for specific transfer requirements (i.e. ATE 1113)

ART (ARTC)

Advisor: Mr. Guraedy

Upon successfully completing the art program of study, graduates should be able to attend a four year institution with a junior level of standing and pursue serious art related fields, e.g., Commercial Art, Illustration, Art Education, Computer Graphics, Art History, Interior Design, Architecture, Freelance Art, etc.

FRESHMAN YEAR

First Semester				Second Semester			
*ART	1413	Design I	3	*ART	1423	Design II	
*ART	1313	Drawing I	3	*ART	1323	Drawing II	
ART	1113	Art Appreciation	3	ENG	1123	English Composition II	
ENG	1113	English Composition I ..	3	HIS	1173	World Civilization II	
HIS	1163	World Civilization I	3	SPT	1113	Oral Communication	
		Activity	1			Activity	
			<hr/> 16				

SOPHOMORE YEAR

First Semester				Second Semester			
MAT	1313	Algebra	3	ENG	2433	World Literature II	3
ENG	2423	World Literature I	3	BIO	1144	General Biology II	3
ART	2713	Art History	3	ART	2723	Art History II	3
		**Art Elective	3	ART	2433	Advertising Design I	3
BIO	1134	General Biology I	4			Elective	3
			<hr/>				
			16				

*This course required of all art majors.

**Suggested art electives are: painting, ceramics

***Suggested Social Science Electives: Psychology, Sociology, Economics

BUSINESS ADMINISTRATION (BADM)

Advisors: Mr. Jamie Clark, Mrs. Holt, Mrs. Moore

Upon successfully completing the Business Administration program of study, graduates should be able to enter the junior year of Business Administration, Accounting, Banking and Finance, Marketing, Management or other related business fields at a four-year institution. A student who enrolls in the Business Administration program is advised to refer to the catalog from the institution which he/she plans to attend after graduating from East Central and to follow the recommendations of his/her academic advisor.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
		**CSC Computer Course	3	SPT	1113	Oral Communication	3
MAT	1313	College Algebra	3	MAT	1333	*Finite Mathematics	3
HIS		History (Elective)	3	HIS		**History (Elective) or PSC	3
BIO	1134	General Biology	4	BIO	1144	General Biology	4
		Activity	1			Activity	1
			17				17

SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature (English American, or World)	3	ENG		**Literature (English American, or World)	3
PSY	1513	General Psychology	3			Art or Music App.	3
ECO	2113	Principles of Economics	3	ECO	2123	Principles of Economics	3
ACC	1213	Principles of Accounting	3	ACC	1223	Principles of Accounting	3
BAD	2413	Legal Environ. of Business	3	**BAD	2323	Business Statistics	3
			15				15

*Accounting majors should take both Finite Mathematics and Calculus I

*Economics and Finance majors should take Calculus I and II instead of Finite Mathematics.

**Check with curriculum advisor before registering for this course.

COMPUTER SCIENCE (CSCI)

Advisors: Mr. Bullock, Mr. Bobby Thrash

Upon successfully completing the computer science program of study, graduates should be able to enter the junior year of computer science at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
MAT	1313	College Algebra	3	MAT	1613	Calculus I	3
MAT	1323	Trigonometry	3	MAT	1623	Calculus II	3
CSC	1113	Intro. To Computer Concepts	3			Fine Arts	3
*SCI		Laboratory Science	4	*SCI		Laboratory Science	4
			16				16

SOPHOMORE YEAR

First Semester			Second Semester		
		*Social Science 3			*Social Science 3
		*Humanities 3			*Humanities 3
*PHY	2414	General Physics I 4	*PHY	2424	General Physics II 4
		or			or
*PHY	2514	General Physics I-A 4	*PHY	2524	General Physics II-A 4
CSC	1613	Programming I 3	CSC	2623	Programming II 3
MAT	2613	Calculus III 3	SPT	1113	Oral Communication 3
MAT	2623	Calculus IV 3			
		<hr/> 19			<hr/> 16

*To determine specific course requirements, consult the catalog of the university in which you plan to transfer.

PRE-DENTAL
(PDEN)

Advisor: Dr. T. Key

Upon successfully completing the pre-dental program of study, graduates should be able to apply for entrance to the junior year of a pre-dental program at a four year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . 3	ENG	1123	English Composition . . . 3
MAT	1313	College Algebra 3	MAT	1323	Trigonometry 3
CHE	1214	General Chemistry 4	CHE	1224	General Chemistry 4
BIO	2414	General Zoology 4	BIO	2424	General Zoology 4
		Fine Arts Elective 3	SPT	1113	Oral Communication . . . 3
		<hr/> 17			<hr/> 17

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature Elective 3	ENG		Literature Elective 3
PHY	2414	General Physics 4	PHY	2424	General Physics 4
CHE	2424	Organic Chemistry 4	CHE	2434	Organic Chemistry 4
CSC	1123	Microcomputer Appl. . . 3	SOC	2113	Intro. To Sociology 3
PSY	1513	General Psychology 3			*Elective 3
		<hr/> 17			<hr/> 17

*See your advisor for the proper elective.

EDUCATION

Advisors: Mrs. McMullan, Mrs. Pouncey, Miss Wood,
Mrs. McRae, Mrs. Moore

An education curriculum should be selected by those who are planning to teach. The requirements include courses in General Education, Professional Education, and Specialized Education. Those who plan to teach in high school should decide on their teaching field and take one or more courses in the field each semester. "The PPST (Pre-Professional Skills Test) should be taken during the second semester of the sophomore year. Students should consult advisor for details."

EDUCATION, ELEMENTARY
(EEDU)

Advisor: Mrs. Pouncey

Upon successfully completing the elementary education program of study, graduates should be able to enter the junior year of the appropriate teacher education program at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition . . . 3	ENG	1123	English Composition . . . 3
BIO	1134	General Biology 4	BIO	1144	General Biology II 4
MAT	1313	College Algebra 3			(USM only)
HIS	1163	World History 3	PSC	1113	National Government . . 3
		(MSU-any History)	HIS	1173	World History (USM) . . 3
PSY	1513	General Psychology 3			(Soc. Science choice -all others)
			GEO	1113	World Geography 3
			ART	1113	Art Appreciation 3
					(Or MUS 1113-MSU)
					<hr/> 19
					(19-USM)

16

SOPHOMORE YEAR

First Semester			Second Semester		
ENG	2223/	Literature (American/ ... 3	ENG		Literature ...
	2323	English)	*PHY	2254	Physical Science
	2183	World (JSU, USM)			Survey II ...
PHY	2244	Physical Science			(required by JSU, MSU)
		Survey ... 4	*MAT	1733	Informal Geometry
MAT	1723	Real Number System ... 3			(Required by DSU, MSU)
CSC	1113	Intro. to Computer	SOC	2113	Sociology ...
		Concepts ... 3	*ART	1913	Art - Elementary
or ATE 1113					Teachers ...
MUS	2513	Music for Children I ... 3			(DSU, MSU)
		(MSU)	SPT	1113	Oral Communication ...
		(MUS 2513 or ART 1913- USM)			
EPY	2513	Child Psychology or ... 3			
EPY	2533	Human Growth			
HPR	1213	Personal & Community . 3			
		Health (all except MSU)			
		From above choose:			
		<hr/> 19			(max) 19

...HOURS FOR EACH SEMESTER VARY ACCORDING TO UNIVERSITY CHOICE

NOTES: 1. There are differing requirements for EEDU majors by the universities in the state. Use the catalog from the university you plan to attend to schedule classes at EC.

NOTES: 2. Courses marked with (*) offered Spring semester only.

EDUCATION, PHYSICAL (PEDU)

Advisor: Miss L. Wood

Upon successfully completing the physical education program of study with a 2.5 GPA or better on the 45-hour education core and upon successfully passing the (PPST) Pre-Professional Skills Test, graduates should be able to enter the junior year of physical education at a four-year institution. (Note that USM requires a 2.65 GPA.)

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
PHY	2244	Physical Science	MAT	1313	College Algebra ... 3
		Survey ... 4	BIO	1144	General Biology II ... 4
HPR	1213	Personal & Community			(ASU, JSU, MUW, MSU require)
		Health ... 3	HIS		History (World or
HIS		History (World or			American) ... 3
		American) ... 3			(ASU, USM require
		(ASU, USM requires			World)
		World)	HPR	2213	First Aid ... 3
HPR	1313	Intro. to Health, Phys.			
		Ed. & Recreation ... 3			
HPR		Activity - Fitness and			
		Conditioning ... 1			
		<hr/> 17			<hr/> 16

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (USM	ENG		Literature ... 3
		requires World Lit.) ... 3			(USM requires World Lit.)
PHY	1513	General Psychology ... 3	HPR	2323	Recreational Leadership 3
SOC	2113	Introduction to	MAT or SCI		Elective ... 3
		Sociology ... 3			(MSU requires MAT 1323)
BIO	2514	Human Anatomy &	CSC	1113	Intro. to Computer
		Physiology ... 4			Concepts ... 3
ART	1113	Art Appreciation or	SPT	1113	Oral Communication .. 3
MUS	1113	Music Appreciation ... 3			
		Activity - Tennis ... 1			
		<hr/> 17			<hr/> 15

Recommended Electives: PSC 1113, ECO 2213 (Required by DSU, UM, USM), SOC 2143 (Required by MSU), HPR 2423
Note: Literature courses must be taken in sequence.

EDUCATION, SECONDARY (SEDU)

**Advisors: Mrs. McMullan, Mrs. McRae, Mrs. Gary Ann Moore,
Mr. Reeves**

Upon successfully completing the secondary education program of study with a 2.5 GPA or better and upon successfully passing the PPST (Pre-Professional Skills Test), graduates should be able to enter the junior year of secondary education at a four-year institution.

Students are encouraged to follow the suggested curriculum for their major at the senior institution of their choice.

FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition I... 3	ENG 1123	English Composition II... 3
PSY 1513	General Psychology... 3	HIS	History (ASU, USM Require World)
BIO 1134	General Biology I... 4		Fine Arts Elective... 3
	History (ASU, USM... 3 require World)	SPT 1113	Oral Communication... 3
MAT 1313	College Algebra... 3	Elective	Math or Science... 3 (MSU requires Math elective)
<hr/>		<hr/>	
16		16	

SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature... 3	ENG	Literature (in sequence with previous course... 3)
SCI	Physical Science... 3	CSC 1113	Intro. to Computer Concepts (See note)... 3
Elective	Elective... 4		or ATE 1113
	Social Science... 3		Social Science Elective... 3
	Electives from Teaching... 3		Math or Science... 3
	Area... 6		Elective... 3
<hr/>		<hr/>	
16		16	

Notes: English majors can meet the foreign language requirement by taking MFL 1113, 1123, 2213, 2223.

HPR 1213 is required at ASU, DSU, MSU, MVSU, UM.

BIO 1144 is required at MUW.

CSC 1213 or CSC 1313 is required for math majors at MSU, USM.

USM requires PHY 2514; 2524 for math majors.

Some majors do not require two literature courses and two history courses. See the advisor and the senior college catalog. Literature courses must continue in sequence if two are taken.

Business Education majors must make special agreements with the desired senior institution to identify the business technology courses that should be taken.

Specific courses in teaching area should be taken in line with requirements at the particular senior institution selected.

ENGINEERING
(ENGR)

Advisor:

Students who are interested in any engineering field should register in this curriculum. The first two years of engineering are basically the same for all branches of engineering, and this curriculum is designed to meet these needs. Upon successfully completing the engineering program of study, graduates should be able to enter the junior year of engineering at a four-year institution.

FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition... 3	ENG 1123	English Composition... 3
UD 1313	*Graphic Communication... 3	SPT 1113	Oral Communication... 3
MAT 1313	College Algebra... 3	MAT 1613	Calculus I... 3
MAT 1323	Trigonometry... 3	MAT 6123	Calculus II... 3
CHE 1214	General Chemistry... 4	CHE 1224	*General Chemistry... 4
PSY 1513	Psychology... 3		Fine Arts Elective... 3
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19		19	

SOPHOMORE YEAR

First Semester		Second Semester	
MAT 2613	Calculus III... 3	PSC 1113	*American National Government... 3
MAT 2623	Calculus IV... 3	MAT 2913	Differential Equations... 3
PHY 2514	General Physics... 4	PHY 2524	General Physics... 4
HIS 2213	American History I... 3	HIS 2223	American History II... 3
ECO 2113	*Principles of Economics... 3		Humanities (Elective)... 3
CSC	Advanced Programming... 3	EGR 2413	Engineering Mech... 3
<hr/>		<hr/>	
19		19	

RECOMMENDED COURSES

HIS 1163	World Civilization I Literature (any two sequence)
ECO 2123	Economics II
CHE 2324- 2424	Organic Chemistry (for Chemical Engineer)

*See Advisor to determine specific course requirements for your engineering specialty.

FORESTRY
(FORS)

Advisor: Mr. Alexander

Upon successfully completing the forestry program of study, graduates should be able to enter the junior year of forestry at a four-year institution.

FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition... 3	ENG 1123	English Composition... 3
BIO 1134	General Biology... 4	BIO 1144	General Biology II... 4
CHE 1214	General Chemistry I... 4	CHE 1224	General Chemistry II... 4
MAT 1313	College Algebra... 3	MAT 1323	Trigonometry... 3
BIO 2414	Zoology... 4	BIO 1314	Botany I... 4
<hr/>		<hr/>	
18		18	

SOPHOMORE YEAR

First Semester			Second Semester		
SPT	1113	Oral Communication ... 3	ECO	2123	Principles of Economics (Micro) ... 3
MAT	2323	Business Statistics ... 3	DDT	2423	Mapping & Topo Lab ... 3
HIS	2213	American History I ... 3	HIS	2223	American History II ... 3
PHY	2414	General Physics ... 4	BIO	2313	Dendrology ... 3
AGR	2343	Forest Measurement ... 3	AGR	2314	Soils ... 3
CSC	1123	Micro-Computer Applications ... 3			Fine Arts ... 3
		19			

Electives to be selected with advisor based on upper division option to be selected.

HEALTH INFORMATION MANAGEMENT (PHIM)

Advisor: Mr. R. Davis

Upon successfully completing the Health Information Management Program of study, graduates should be able to apply for entrance to the junior year of the School of Health Information Management at the University Medical Center's School of Health Related Professions in Jackson, Mississippi.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
BIO	1134	General Biology ... 4	BIO	1144	General Biology ... 4
MAT	1313	College Algebra ... 3	MAT	1323	Trigonometry ... 3
PSY	1513	General Psychology ... 3	CSC	1113	Intro. To Computer Concepts ... 3
		History Elective ... 3			History Elective ... 3
		16			16

SOPHOMORE YEAR

First Semester			Second Semester		
CSC	1123	Microcomputer Appl. ... 3	BOT	2813	Business Communications ... 3
ACC	1213	Principles of Accounting ... 3	ACC	1223	Principles of Accounting ... 3
BIO	2514	Human Anatomy & Physiology ... 4	BIO	2525	Human Anatomy & Physiology ... 4
		Literature Elective ... 3			Literature Elective ... 3
		Fine Arts Elective ... 3	SOC	2113	Intro. To Sociology ... 3
			SPT	1113	Oral Communication ... 3
		16			19

LIBERAL ARTS (LART)

Advisors: Mr. Carson, Mr. Jamie Clark
 Social Science Advisors: Mr. Thrash, Mr. Pace,
 Mr. McCool Ms. McKee; Art Advisor: Mr. Guraedy;
 Mathematics Advisors: Mrs. McMullan, Mrs. McRae,
 Mrs. Gary Ann Moore, Mr. Reeves
 English Advisors: Mr. Barrier, Mrs. Pierce, Mrs. Pace,
 Mrs. Smith, Ms. Hammons, Mrs. Shackelford, Mrs. Patsy Moore
 Science Advisors: Mr. Deaton, Mr. Ron Davis, Mrs. Patti Davis,
 Dr. Key; Speech Advisor: Mrs. Hunt, Ms. West
 Home Economics Advisor: Mrs. Pouncey

The Liberal Arts Curriculum will meet the pre-professional needs of many students who are planning some professional vocation. It may be selected by the pre-law students, by pre-ministerial students, or by those planning a career in home economics, journalism, or social work, and by others. In addition to the above, students who come to college to secure the general and liberalizing value of education, who are planning to continue a similar curriculum in a four-year college, or whose interests cannot be met by another curriculum usually select this curriculum. Electives should be chosen from a student's field of interest with the approval of the individual's advisor. Students should consult the catalog of the university to which they plan to transfer.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
HIS		History (World or American) ... 3	HIS		History (World or American) ... 3
BIO	1134	General Biology ... 4	BIO	1144	General Biology ... 4
MAT	1313	College Algebra ... 3	SPT	1113	Oral Communication ... 3
PSY	1513	Psychology ... 3			Computer Elective ... 3
		Activity ... 1			Activity ... 1
		17			17

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature (English, American, or World) ... 3	ENG		Literature (English, American, or World) ... 3
		Continuous Year Sequence			Continuous Year Sequence
PSC	1113	American National Government ... 3	SOC	2113	Sociology ... 3
		Electives ... 6			Electives ... 9
ART	1113	or MUS 1113 ... 3			
		15			

E.C.C.C.

RECOMMENDED ELECTIVES

6 to 12 hours of foreign language (12 hours required at a university for a liberal arts major)

4 hours any laboratory science

Philosophy

Religion

MAT 1323

MAT 1333

HPR 1313 Personal & Community Health

ATE 1113 Science & Technology

PRE-MEDICAL (PMED)

Advisors: Dr. Key, Dr. Hennington

Upon successfully completing the pre-medical program of study, graduates should be able to apply for entrance to the junior year of a pre-medical program at a four-year institution.

FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition ... 3	ENG 1123	English Composition ... 3
MAT 1313	College Algebra ... 3	SPT 1113	Oral Communication ... 3
CHE 1214	General Chemistry ... 4	CHE 1224	General Chemistry ... 4
BIO 2414	Zoology ... 4	BIO 2424	Zoology ... 4
	Art or Music App. ... 3	CSC 1123	Microcomputer Applications ... 3
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	17		17

SOPHOMORE YEAR

First Semester		Second Semester	
ENG	Literature or Language ... 3	ENG	Literature or Language ... 3
CHE 2424	Organic Chemistry ... 4	CHE 2434	Organic Chemistry ... 4
HIS 1163	World Civilization I ... 3	HIS 1173	World Civilization II ... 3
PHY 2414	General Physics ... 4	PHY 2424	General Physics ... 4
MAT 1323	*Trigonometry ... 3		Elective ... 3
	<hr/>		<hr/>
	17		17

*MAT 1613, Calculus I & MAT 1623, Calculus II are recommended as additional math courses that should be taken. See your advisor about which schools suggest additional electives. (Microbiology, General Psychology)

MEDICAL TECHNOLOGY (METC)

Advisor: Mr. Ron Davis, Mrs. Patti Davis, Dr. Bettye Hennington

Upon successfully completing the medical technology program of study, graduates should be able to apply for entrance to the junior year of medical technology at a four-year institution.

FRESHMAN YEAR

First Semester		Second Semester	
ENG 1113	English Composition ... 3	ENG 1123	English Composition ... 3
MAT 1313	College Algebra ... 3	MAT 1323	**Trigonometry ... 3
PHY 1513	General Psychology ... 3	SOC 2113	Sociology ... 3
CHE 1214	General Chemistry I ... 4	CHE 1224	General Chemistry II ... 4
BIO 2414	Zoology I ... 4	BIO 2424	Zoology II ... 4
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	17		17

SOPHOMORE YEAR

First Semester		Second Semester	
CHE 2424	Organic Chemistry ... 4	BIO 2524	Microbiology ... 4
SPT 1113	Oral Communication ... 3	HPR 1213	Personal & Comm. Health ... 3
	Literature ... 3		Elective ... 3
	History I ... 3		History II ... 3
CSC 1213	or 1613 Computer Programming ... 3		Fine Arts Elective ... 3
	<hr/>		<hr/>
	16		16

*See your advisor. University requirements differ on this curriculum.

**See your advisor. USM has a different math requirement.

MUSIC

Advisors: Mr. Brownlee, Mr. Carson, Mr. Hinson, Mrs. Kirk, Mr. Price, Mrs. Wilkinson

The work of the music department is organized (1) to give sound foundation work in music theory, (2) to develop understanding and appreciation of the literature and history of music, and (3) to develop performance skills with the voice and musical instruments.

All students majoring in music are required to perform with one of the large ensembles each semester. Instrumental majors are required to participate in the band, and voice and piano majors are to participate in the choir. Those students taking applied music courses must perform in or attend all scheduled music recitals.

Upon successfully completing the music program of study, graduates should be able to enter the junior year of piano, voice, or instrumental music at a four-year institution.

MUSIC WITH INSTRUMENTAL EMPHASIS (MEIE)

Advisors: Mr. Brownlee, Mr. Carson

Upon successfully completing the music program of study, graduates should be able to enter the junior year of instrumental music at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
MUS	1214	Music Theory I 4	MUS	1224	Music Theory II 4
HIS	1163	World Civilization 3	HIS	1173	World Civilization 3
MAT	1313	College Algebra 3	MUS	1123	Music Survey 3
MUA	1511	Class Piano I 1	MUA	1521	Class Piano 1
MUA	1711	Class Voice I 1	MUS	1721	Class Voice 1
*MUA	1172	Brass I 2	*MUA	1182	Brass II 2
*MUA	1242	Guitar I 2	*MUA	1252	Guitar II 2
*MUA	1472	Percussion I 2	*MUA	1482	Percussion II 2
*MUA	1872	Woodwinds I 2	*MUA	1882	Woodwinds II 2
MUO	1111	Band I 1	MUO	1121	Band II 1
<hr/>			<hr/>		
18			18		

*Choose Major Instrument

SOPHOMORE YEAR

First Semester			Second Semester		
ENG	2223	Literature (American	SPT	1113	Oral Communication ... 3
ENG	2423	or World)	MUS	2224	Music Theory IV 4
		or	BIO	1144	General Biology
ENG	2323	Literature (English) 3			or
MUS	2214	Music Theory III 4	PHY	2254	Physical Science
BIO	1134	General Biology 4			Survey II 4
		or	MUA	2521	Class Piano IV 1
PHY	2244	Physical Science	MUA	2721	Class Voice IV 1
		Survey I 4	*MUA	2252	Guitar IV 1
MUA	2511	Class Piano III 1	*MUA	2182	Brass IV 1
MUA	2711	Class Voice III 1	*MUA	2482	Percussion IV 1
*MUA	2242	Guitar III 2	*MUA	2882	Woodwinds IV 1
*MUA	2172	Brass III 2	MUO	2121	Band IV 1
*MUA	2472	Percussion III 2			
*MUA	2872	Woodwinds III 2			
MUO	2111	Band III 1			
CSC or ATE		Elective 3			
<hr/>			<hr/>		
18 or 19			15 or 16		

*Choose Major Instrument

MUSIC WITH PIANO EMPHASIS (MEPE)

Advisors: Ms. Morgan, Mrs. Wilkinson

Upon successfully completing the music program of study, graduates should be able to enter the junior year of piano at a four-year institution.

FRESHMAN YEAR

First Year			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
MUS	1214	Music Theory I 4	MUS	1224	Music Theory II 4
HIS	1163	World Civilization 3	HIS	1173	World Civilization 3
MAT	1313	College Algebra 3	MUS	1123	Music Survey 3
MUA	1572	Major Piano I 2	MUS	1582	Major Piano II 2
MUA	1772	Major Voice I 2	MUA	1782	Major Voice II 2
MUO	1211	Choir I 1	MUO	1221	Choir II 1
MUF	1911	Music Recital 1	MUO	1921	Music Recital 1
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19			19		

SOPHOMORE YEAR

First Semester			Second Semester		
ENG		Literature Elective 3	SPT	1113	Oral Communication ... 3
MUS	2214	Music Theory III 4	MUS	2224	Music Theory IV 4
BIO	1134	General Biology	BIO	1144	General Biology
		or			or
PHY	2244	Physical Science	PHY	2254	Physical Science
		Survey I 4			Survey II 4
MUA	2572	Major Piano III 2	MUA	2582	Major Piano IV 2
MUA	2772	Major Voice III 2	NYA	2782	Major Voice IV 2
MUO	2211	Choir III 1	MUO	2221	Choir IV 1
MUF	2911	Music Recital 1	MUF	2921	Music Recital 1
		CSC or ATE Elective 3			
<hr/>			<hr/>		
20			17		

MUSIC WITH VOCAL EMPHASIS (MEVE)

Advisors: Mr. Hinson, Mr. Price

Upon successfully completing the music program of study, graduates should be able to enter the junior year of voice at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition ...	3	ENG	1123	English Composition ...	3
MUS	1214	Music Theory I ...	4	MUS	1224	Music Theory II ...	4
HIS	1163	World Civilization I ...	3	HIS	1173	World Civilization ...	3
MAT	1313	College Algebra ...	3	MUS	1123	Music Survey ...	3
MUA	1511	Class Piano I ...	1	MUA	1521	Class Piano II ...	1
		or				or	
MUA	1572	Major Piano I ...	2	MUA	1582	Major Piano II ...	2
MUA	1772	Major Voice I ...	2	MUA	1782	Major Voice II ...	2
MUO	1211	Choir I ...	1	MUO	1221	Choir II ...	1
MUF	1911	Music Recital ...	1	MUF	1921	Music Recital ...	1
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18 or 19				18 or 19			

SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature Elective ...	3	SPT	1113	Oral Communication ...	3
MUS	2214	Music Theory III ...	4	MUS	2224	Music Theory IV ...	4
BIO	1134	General Biology ...	4	BIO	1144	General Biology ...	4
		or				or	
PHY	2244	Physical Science Survey I ...	4	PHY	2254	Physical Science Survey II ...	4
MUA	2511	Class Piano III ...	1	MUA	2521	Class Piano IV ...	1
		or				or	
MUS	2572	Major Piano III ...	2	MUA	2582	Major Piano IV ...	2
MUA	2772	Major Voice III ...	2	MUA	2782	Major Voice IV ...	2
		CSC or ATE Elective ...	3	MUO	2221	Choir IV ...	1
MUO	2211	Choir III ...	1	PSY	1513	General Psychology ...	3
MUF	2911	Music Recital ...	1			or	
				SOC	2113	Intro. to Sociology ...	3
				MUF	2921	Music Recital ...	1
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19				20			

NURSING
(PNUR)

Advisors: Mrs. Harris, Mrs. Moore, Mrs. Gorgas, Ms. Gaudin,
Mrs. McElhenney, Mrs. Gaddis, Mrs. Reynolds, Dr. Evans

Upon successfully completing the pre-nursing program of study, graduates should be able to enter the junior year of nursing at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition ...	3	ENG	1123	English Composition ...	3
CHE	1214	General Chemistry ...	4	CHE	1224	General Chemistry ...	4
HIS	1163	World Civilization I ...	3	HIS	1173	World Civilization II ...	3
MAT	1313	College Algebra ...	3	SOC	2113	Introduction to Sociology ...	3
PSY	1513	General Psychology ...	3	SOC	2143	Marriage and Family ...	3
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16				16			

SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature Elective ...	3	ENG		Literature Elective ...	3
CSC	1123	Microcomputer Applications ...	3	HEC	1253	Nutrition ...	3
BIO	2514	Anatomy & Physiology ...	4	BIO	2524	Anatomy & Physiology ...	4
EPY	2533	Human Growth and Development ...	3	BIO	2924	Microbiology ...	4
		Fine Arts Elective ...	3	SPT	1113	Oral Communication ...	3
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16				17			

Additional or alternate courses should be selected with the approval of the curriculum advisor to meet the specific university nursing school requirement.

*A statistics course is required by USM School of Nursing. BAD 2323 Business Statistics meets this requirement.

OCCUPATIONAL THERAPY
(OTHE)

Advisors: Mr. R. Davis, Mrs. Patti Davis, Dr. Bettye Hennington

Upon successfully completing the occupational therapy program of study, graduates should be able to enter the junior year of occupational therapy at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
CHE	1214	College Chemistry ...	4	SOC	2113	Sociology ...	3
ENG	1113	English Composition ...	3	ENG	1123	English Composition ...	3
PSY	1513	Psychology ...	3	EPY	2533	Human Growth and Development ...	3
MAT	1313	College Algebra ...	3				
BIO	1134	Biology ...	4	BIO	1144	Biology ...	4
				MAT	1323	Trigonometry ...	3
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17				16			

SOPHOMORE YEAR

First Semester				Second Semester			
PHY	2414	General Physics I	4	SOC	2143	Marriage and Family	3
BIO	2514	Anatomy & Physiology	4	BIO	2524	Anatomy & Physiology	4
SPT	1113	Oral Communication	3			Fine Arts Elective	3
ENG		Literature Elective	3	ENG		Literature Elective	3
CSC	1123	Microcomputer Appl.	3	HPR	2213	First Aid	3
			17				17

OPTOMETRY
(POPT)

Dr. Key

Students majoring in optometry should enroll in the medical curriculum. Upon successfully completing the pre-optometry program of study, graduates should be able to apply for entrance to the junior year of pre-optometry program at a four-year institution.

PRE-PHARMACY
(PPHA)

Advisor: Mr. Deaton

Upon successfully completing the pharmacy program of study, graduates should be able to apply for the entrance to the junior year of pharmacy at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
CSC	1123	Micro. Comp. Appl.	3	*MAT	1613	Calculus I	3
CHE	1214	General Chemistry I	4	BIO	2424	Zoology II	4
BIO	2414	Zoology I	4	CHE	1224	General Chemistry II	4
SPT	1113	Oral Communication	3			Elective	3
			1				Activity
			18				18

SOPHOMORE YEAR

First Semester				Second Semester			
ACC	1213	Accounting I	3	SOC	2113	Sociology	3
CHE	2424	Organic Chemistry I	4	CHE	2434	Organic Chemistry II	4
PHY	2414	General Physics I	4	PHY	2424	General Physics II	4
ENG	2323	English Literature	3	ENG	2333	English Literature	3
PSY	1513	General Psychology	3	MUS	1113	Music Appreciation	3
			17	ART	1113	Art Appreciation	3
			17				17

RECOMMENDED ELECTIVES:

PSI	1113	American National Government
HPR	2213	First Aid
MAT	1623	Calculus II
ECC	2113	Principles of Economics
ESL	1213	Elementary Spanish I
BIO	2924	Microbiology

Elective credit will not be given for Math classes lower than Calculus
Please your advisor before registering for these courses

PHYSICAL THERAPY
(PTHE)

Advisors: Mr. R. Davis, Mrs. Patti Davis, Dr. Hennington

Upon successfully completing the physical therapy program of study, graduates should be able to apply for entrance to the junior year of physical therapy at a four-year institution.

FRESHMAN YEAR

First Semester				Second Semester			
ENG	1113	English Composition	3	ENG	1123	English Composition	3
PHY	1513	Psychology	3	SOC	2113	Sociology	3
MAT	1313	College Algebra	3	MAT	1323	Trigonometry	3
CHE	1214	General Chemistry I	4	CHE	1224	General Chemistry II	4
BIO	1134	General Biology	4	BIO	1144	General Biology II	4
			17				17

SOPHOMORE YEAR

First Semester				Second Semester			
ENG		Literature Elective	3	ENG		Literature Elective	3
PHY	2414	General Physics I	4	PHY	2424	General Physics II	4
BIO	2514	Anatomy & Physiology	4	BIO	2524	Anatomy & Physiology	4
SPT	1113	Oral Communication	3	SOC	2143	Marriage and Family	3
CSC	1123	Microcomputer Appl.	3			Fine Arts Elective	3
			17				17

POULTRY SCIENCE
(PSCI)

Advisor: Mr. Alexander

Upon successfully completing the poultry science program of study, graduates should be able to enter the junior year of poultry science at a four-year institution.

FRESHMAN

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition ... 3
MAT	1313	College Algebra ... 3	MAT	1323	Trigonometry or ... 3
HIS	2313	American History ... 3	MAT	1333	Finite Mathematics ... 3
CHE	1214	General Chemistry ... 4	HIS	2223	American History ... 3
CSC	1113	Intro. To Computer Concepts ... 3	CHE	1224	General Chemistry ... 3
			PSC	1113	American National Government ... 3
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16			16		

SOPHOMORE YEAR

First Semester			Second Semester		
SPT	1113	Oral Communication ... 3	SOC	2113	Sociology ... 3
ECO	2113	Economics ... 3	PSY	1513	General Psychology ... 3
SCI		*Natural Science ... 4	SCI		*Natural Science ... 4
ACC	1213	Principles of Accounting 3	ACC	1223	Principles of Accounting 3
BAD	2413	Legal Environment of Business ... 3			Major Elective ... 3
					Fine Arts Elective ... 3
<hr/>			<hr/>		
16			16		

*Poultry science majors should see their curriculum advisor about specific goals before registering for classes. There are three options available within this major.

PSYCHOLOGY (PSYC)

Advisor: Mrs. Pouncey

Upon successfully completing the psychology program of study, graduates should be able to enter the junior year of psychology at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	ENG	1123	English Composition II ... 3
PSY	1513	Psychology ... 3			Fine Arts Elective ... 3
MAT	1313	College Algebra ... 3			History Elective ... 3
BIO	1134	General Biology I ... 4	BIO	1144	General Biology II ... 4
MFL	1213	Elementary Spanish I ... 3	MFL	1223	Elementary Spanish II ... 3
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16			16		

SOPHOMORE YEAR

First Semester			Second Semester		
		Literature Elective I ... 3			Literature Elective II ... 3
SPT	1113	Oral Communication ... 3	SOC	2113	Sociology ... 3
		Computer Science Elective ... 3			*Elective ... 3
PHY	2244	Physical Science Survey I ... 4			*Elective ... 3
PHY	2513	Child Psychology ... 3			*Elective ... 3
<hr/>			<hr/>		
16			15		

¹Psychology majors should see their advisor about specific goals before registering for classes. One of these courses should be a computer literacy course. (i.e. ATE 1113)

²University requirements differ on this curriculum.

SPORTS MEDICINE (SMED)

Advisors: Mr. Alexander, Ms. Lucille Wood

Upon completion of the sports medicine program of study, graduates should be able to transfer into the junior year of a sports medicine program at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition I ... 3	ENG	1123	English Composition II ... 3
MAT	1313	College Algebra ... 3	SPT	1113	Oral Communication ... 3
HIS	1163	World Civilization I ... 3	*HIS	1173	World Civilization II ... 3
		or American I (USM requires World)			or American II (USM requires World)
*CHE	1214	General Chemistry ... 4	PSY	1513	General Psychology ... 3
HPR	1313	Intro. to Health, PE & Rec. ... 3	HPR	1213	Personal & Comm. Health ... 3
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16			1		
			16		

SOPHOMORE YEAR

First Semester			Second Semester		
BIO	2514	Anatomy & Physiology . . . 4	BIO	2524	Anatomy & Physiology II 4
ENG	2323	English Literature I 3	SOC	2113	Sociology 3
		World or American (USM requires World)	HPR	2213	First Aid 3
		Fine Arts Elective 3	HPR	2323	*Recreational Leadership
HEC	1253	Nutrition 3			Computer Science
*HPR	2443	Athletic Training & Treatment of Injuries . . . 3			Elective 3
		<hr/>			<hr/>
		16			18

*See your advisor before registering for these courses. There are several different options within this program.

VETERINARY MEDICINE
(PVET)

Advisor: Dr. Key

Upon successfully completing the veterinary medicine program of study, graduates should be able to apply for entrance to the junior year of veterinary medicine at a four-year institution.

FRESHMAN YEAR

First Semester			Second Semester		
CHE	1214	College Chemistry 4	CHE	1224	College Chemistry 4
ENG	1113	English Composition . . . 3	ENG	1123	English Composition . . . 3
MAT	1313	College Algebra 3	MAT	1323	Trigonometry 3
BIO	2414	Zoology 4	BIO	2424	Zoology 4
PSY	1513	General Psychology . . . 3	SOC	2113	Intro. to Sociology . . . 3
		<hr/>			<hr/>
		17			17

SOPHOMORE YEAR

First Semester			Second Semester		
CHE	2424	Organic Chemistry 4	CHE	2434	Organic Chemistry 4
PHY	2414	General Physics I 4	PHY	2424	General Physics II 4
		Fine Arts Elective 3	BIO	2924	Microbiology 4
		Humanities Elective . . . 3			Humanities Elective . . . 3
CSC	1123	Microcomputer Appl. . . 3	SPT	1113	Oral Communication . . . 3
		<hr/>			<hr/>
		17			18

HEALTH RELATED PROGRAMS

East Central Community College currently offers four programs of study related to the health care industry. Students who successfully complete any of these programs should be able to obtain employment in their area of specialty in the health care field.

ASSOCIATE DEGREE NURSING
(ASDN)

Advisor:

Upon successfully completing the associate degree nursing program, graduates should meet the requirements of the State Board of Nursing to apply to write the National Council Licensure Examination for Registered Nurses. However, completion of the program does not guarantee that one will be allowed to sit for the Exam.

SUMMER TERM

First Semester			Second Semester		
ENG	1113	English Composition I . . 3	BIO	2524	Anatomy & Physiology . . 4
BIO	2514	Anatomy & Physiology . 4			

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1123	English Composition II . . 3	BIO	2924	Microbiology 4
HPY	2533	Human Growth & Development 3	NUR	1128	Nursing Science II 8
NUR	1118	Fundamentals of Nursing I 8	NUR	1133	Nursing Psy/Mental Health Nursing 3
		<hr/>			<hr/>
		14			15

SOPHOMORE YEAR

First Semester			Second Semester		
HEC	1253	Nutrition 3	SPT	1113	Oral Communication . . 3
SOC	2113	Intro. to Sociology . . . 3	NUR	2121	Nursing Seminar 1
NUR	2149	Nursing Science III . . . 9	NUR	2159	Nursing IV 10
		<hr/>			<hr/>
		15			14

Notes: Enrollment in NUR courses is limited to students who have been admitted to the ADN program, these courses must be taken in the sequence specified and students will be required to take a minimum of 12 hours during the fall semester of each year. All nursing and science courses must be taken within the six years prior to graduation from the ADN program.

GERONTOLOGY TECHNOLOGY (GERT)

Advisor: Ms. Boulton

The purpose of the Gerontology degree program is to provide the community with well-trained individuals who have an in-depth understanding of the aging process and its physical, mental, and psychosocial implications as well as the skills to apply this knowledge to a diverse elderly population through the process of referral, advocacy, and problem solving. This program is designed to meet the standards and requirements for careers in gerontology. Students completing this program should be able to find employment in jobs related to gerontology.

FRESHMAN YEAR

First Year			Second Semester		
GER	1113	Social Gerontology 3	ENG	1113	English Composition 3
PSY	1513	General Psychology 3	GER	1223	Human Services for Elderly 3
SOC	2113	Intro. to Sociology 3	GER	1323	Social Work with Elderly 3
CSC	1113	Introduction to Computer Concepts or Science and Technology 3	EPY	2533	Human Growth & Development 3
ATE	1113		PNV	1213	Body Structure & Function 3
MAT					
<hr/>			<hr/>		
15			15		

SOPHOMORE YEAR

First Semester			Second Semester		
GER	2433	Social Policy and Aging 3	GER	2546	Activities Program for the Elderly II 6
GER	2536	Activities Program for the Elderly I 6	GER	2643	Aging and Mental Health 3
GER	2131	Seminar I 1	GER	2743	Aging & Physical Health 3
GER	2233	Practicum I 3	GER	2141	Seminar II 1
SPT	1113	Oral Communication 3	GER	2243	Practicum II 3
			ART	1113	Art Appreciation or Music Appreciation 3
<hr/>			MUS	1113	
16			19		

LICENSED PRACTICAL NURSING (LPNC)

Advisors: Mrs. Thomas, Mrs. Buckman

The Practical Nursing program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the substantial skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist. Students that complete the program requirements, as identified by the Mississippi Department of Education, will be eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The State Board of Nursing may refuse any individual the right to take the NCLEX-PN based on previous criminal records.

First Semester			Second Semester		
PNV	1113	Basic Nutrition 3	PNV	1615	Medical/Surgical Nursing I 5
PNV	1213	Body Structure and Function 3	PNV	1624	Medical/Surgical Lab & Clinical 4
PNV	1312	Growth and Development 2	PNV	1633	Medical/Surgical Nursing II 3
PNV	1425	Fundamentals of Nursing 5	PNV	1644	Medical/Surgical Lab and Clinical II 4
PNV	1434	Fundamentals of Nursing Lab 4	PNV	1513	Pharmacology 3
PNV	1412	Geriatric Nursing 2			
		19			19
Summer Term					
PNV	1717	Maternal-Child Nursing 7			
PNV	1813	Psychiatric Concepts ... 3			
PNV	1912	Nursing Transition 2			
		12			

MEDICAL OFFICE TECHNOLOGY (BOMT)

See the course sequence listed under the Business and Office Technology section of the Technical Programs offered at East Central Community College.

SURGICAL TECHNOLOGY (SGTT OR SGTC)

Advisor: Mrs. Janice Jacobs

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team. Graduates of the

12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the Association of Surgical Technologies for the National Certifying Examination and become a Certified or Registered Technologist.

**Baseline competencies for Surgical Technology

FIRST YEAR (CERTIFICATE)

First Semester				Second Semester			
SUT	1113	Fundamentals of Surgical Technology	3	SUT	1518	Basic and Related Surgical Procedures	
SUT	1216	Principles of Surgical Technique	6	SUT	1528	Specialized Surgical Procedures	
SUT	1314	Surgical Anatomy	4				
SUT	1413	Surgical Microbiology	3				
ENG	1113	English Composition I	3				
			<hr/>				
			19				

SUMMER TERM

		(8-weeks)	
SUT	1538	Advanced Surgical Procedures	8

SECOND YEAR (TECHNICAL)

First Semester			Second Semester		
SPT	1113	Oral Communication	3		
BIO	2924	Microbiology	4		
		***Approved Electives	6		
BIO	1513	Anatomy & Physiology I	3		

*Students who lack entry level skills in math, English, science, etc. will be provided related studies.

**Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***APPROVED ELECTIVES: CHE 1213 General Chemistry with CHE 1211 General Chemistry Lab I; BIO 1134 General Biology I; BIO 1144 General Biology II; MAT 1313 or higher Algebra; EPY 2513 Child Psychology (Human Growth and Development I); EPY 2523 Adolescent Psychology (Human Growth and Development II); HEC 1253 Nutrition; HPR 1213 Personal and Community Health I; HPR 1223 Personal and Community Health II; SOC 2143 Marriage and Family.

TECHNICAL PROGRAMS

Technical training programs at East Central Community College are designed to prepare the student for employment upon completion of the specified program curriculum. Students who complete a two year program are then eligible to receive the Associate of Applied Science Degree. Students who complete the nine-month options will receive certificates.

TECHNICAL CORE CURRICULUM

To complete the requirements for the A.A.S. degree, the students must complete the 18 semester hour Technical Core Curriculum which includes the following:

English Composition	3 sem. hrs.
Humanities/Fine Arts	3 sem. hrs.
Social/Behavioral Sciences	3 sem. hrs.
Mathematics	3 sem. hrs.
Oral Communication	3 sem. hrs.
Computer Science	*3 sem. hrs.

18 sem. hrs.

*or demonstrated competence

AUTOMOTIVE TECHNOLOGY (AVIT)

Advisors: Mr. Pearson, Mr. McNair

Postsecondary Automotive Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunction and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems.

Postsecondary automotive technology is an articulated technical program designed to provide advanced and technical skills to its students. Baseline competencies, taken from secondary automotive mechanics curriculum framework, serve as a foundation for the competencies and suggested objectives taught in the courses of the program. Students who do not possess these competencies will be allowed to acquire them during the program. Students who can document mastery of the baseline competencies will receive advanced instruction on these topics. Automotive Technology may be taught as either a certificate program or as a technical program.

Freshman Year

First Semester			Second Semester		
ATT	1513	Basic Fuel Systems 3	ATT	1114	Electrical Systems
ATT	1414	Basic Engine Performance 4	ATT	1213	Brakes
ATT	1715	Engine Repair 5	ATT	1315	Manual Drive Train
		Math/Science Elective . . . 3			English Comp. I
		<hr/>			
		15			

Sophomore Year

Third Semester			Fourth Semester		
ATT	2524	Computer Controlled Emissions Systems 4	ATT	2535	Computerized Engine Controls
ATT	2614	Heating & Air Conditioning 4	ATT	2334	Steering and Suspension Systems
ATT	2325	Automatic Transmissions 5	ATT	2343	Wheel Alignment
		Humanities/Fine Arts Elective 3			Oral Communications
		<hr/>			Social/Behavioral Science Elective
		16			

AUTOMOTIVE TECHNOLOGY CERTIFICATE OPTION (AUTC)

First Semester			Second Semester		
ATT	1513	Basic Fuel Systems 3	ATT	1114	Electrical Systems
ATT	1414	Basic Engine Performance 4	ATT	1213	Brakes
ATT	1715	Engine Repair 5	ATT	1315	Manual Drive Train
ATT	2614	Heating and Air Conditioning 4	ATT	2334	Steering & Suspension Sys.
		<hr/>			
		16			

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Automotive Mechanics program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

BUSINESS AND OFFICE TECHNOLOGY

This is the era of high technology—the age of information processing. To maintain a competitive edge in this fast paced world, dynamic organizations sense a critical need to do more work in less time, thus generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as a more highly qualified personnel.

The overall objective of the Business and Office curriculum is to provide business training in theory and practical applications necessary for employment in high tech government agencies, industries, businesses, and medical and professional areas. The Curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

Degree Option

The Associate of Applied Science degree is awarded for successful completion of any one of the following curricula: Accounting Technology, Medical Office Technology, and Office Systems Technology.

Upon successfully completing the Business and Office Technology curriculum, graduates should be able to apply the theory and practical applications necessary for employment in government agencies, industries, businesses, and medical and professional areas.

ACCOUNTING TECHNOLOGY (BOAT)

Advisors: Mrs. Breland, Mrs. Bullock, Dr. McMillin

Accounting Technology focuses on preparing students as full-charge bookkeepers working with accounts payable, accounts receivable, and payroll. This background could lead to positions as accounts payable clerks, accounts receivable clerks, payroll clerks, or income tax preparers. In addition to accounting skills, the strong business administration background, as well as general office skills, would prepare students for positions as office managers.

FRESHMAN YEAR

First Semester			Second Semester		
BOT	1433	Business Accounting . . . 3	BOT	1443	Advanced Business Accounting 3
BOT	1313	Applied Business Math . 3	BOT	2813	Business Communication 3
BOT	1133	Microcomputer Appl. . . 3	BOT	1143	Word Processing Applications 3
BOT	1113	Document Formatting and Production 3	BOT	1113	English Composition I . 3
BOT	1423	Mechanics of Communication 3			Math Elective 3
BOT	1122	Keyboard Speed Building 2	BOT	1813	Electronic Spreadsheet . 3
		<hr/>			
		17			18

SOPHOMORE YEAR

First Semester				Second Semester			
BOT	2413	Humanities/Fine Arts . . . 3		BOT	2433	Payroll Accounting	
		Computerized		BOT	2713	Advanced Micro-	
		Accounting 3				applications 3	
		Oral Communication		BOT	2473	Cost Accounting 3	
		Elective 3		BOT	1213	Professional	
ECO	2113	Principles of				Development 3	
		Economics I 3		BOT	2133	Desktop Publishing 3	
BOT	2423	Income Tax Accounting . 3					
BOT	2142	Operating Systems 2					
		<hr/>					
		17					

*Students who lack entry level skills in math, English, etc., will be provided related studies.

** Keyboarding (BOV 1013) is required of those students who do not type a minimum of 40 gross words per minute with accuracy.

MEDICAL OFFICE TECHNOLOGY (BOMT)

Advisors: Mrs. Breland, Mrs. Bullock, Dr. McMillin

Medical Office Technology is designed to prepare students for positions as medical transcriptionists, medical secretaries, medical file clerks, medical receptionists, or medical office assistants. Strong emphasis is placed on medical terminology and medical machine transcription. In addition to these skills, office communications, business computer applications, records management, accounting, and office procedures are emphasized.

FRESHMAN YEAR

First Semester				Second Semester			
BOT	1613	Medical Office Terminology I 3		BOT	1623	Medical Office Terminology II 3	
BOT	1313	Applied Business Math . 3		BOT	1433	Business Accounting . . . 3	
BOT	1133	Microcomputer Applications 3		BOT	2813	Business Communication 3	
BOT	1113	Document Formatting and Production 3		BOT	1143	Word Processing Applications 3	
BOT	1423	Mechanics of Communication 3		ENG	1113	English Composition I . . . 3	
BOT	1102	Keyboarding Speed Building 2		BOT	1413	Records Management . . . 3	
		<hr/>					
		17					

SOPHOMORE YEAR

First Semester				Second Semester			
BOT	2523	Medical Machine Transcription I 3		BOT	2533	Medical Machine Transcription II 3	
BOT	1113	Oral Communication . . . 3		BOT	2713	Advanced Microcomputer Applications 3	
BOT	2413	Computerized Accounting 3		BOT	2753	Medical Information Management 3	
BOT	2743	Medical Office Concepts 3				Elective Humanities/	
		Elective Math/Natural . 3				Fine Arts 3	
		Science				Elective Social/	
BOT	2142	Operating Systems 2				Behavioral Science 3	
		<hr/>					
		17					15

Keyboarding (BOV 1013) is required of those students who do not type a minimum of 40 gross words per minute with accuracy.

Students who lack entry level skills in math, English, etc., will be provided related studies.

OFFICE SYSTEMS TECHNOLOGY (OSTT)

Advisors: Mrs. Breland, Mrs. Bullock, Dr. McMillin

Office Systems Technology is designed to prepare students for positions as administrative assistants or executive secretaries. Emphasis is placed on the development of strong skills in several areas: business computer applications, office communications, accounting, transcription, and records management.

FRESHMAN YEAR

First Semester				Second Semester			
BOT	1433	Business Accounting . . . 3		BOT	1213	Professional Development 3	
BOT	1313	Applied Business Math . 3		BOT	2813	Business Communication 3	
BOT	1133	Microcomputer Applications 3		BOT	1143	Word Processing Applications 3	
BOT	1113	Document Formatting and Production 3		ENG	1113	English Composition I . . . 3	
BOT	1423	Mechanics of Communication 3		BOT	1813	Electronic Spreadsheet . . 3	
BOT	1102	Keyboard Speed Building 2		BOT	1413	Records Management . . . 3	
		<hr/>					
		17					18

Advisors: Ms. George, Ms. Wright

Students who lack entry level skills in math, English, etc, will be provided related studies.

First Semester			Second Semester		
CDT	2233	Guiding Social and Emotional Behavior 3	CDT	2925	Technical Practicum II . . 5
CDT	2915	Technical Practicum I . . . 5	CDT	2713	Social Studies, Math and Science for Preschool Children 3
CDT	2413	A Typical Child Development 3	CDT	2813	Administration of Preschool Programs 3
		Elective Math 3			Oral Communications
		Elective Fine Arts or Humanities 3	SPT	1113	Elective 3
					Social/Behavioral Science Elective 3
		<hr/> 17			<hr/> 17

COLLISION REPAIR TECHNOLOGY

Advisor: Mr. Germany

Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic and structural repairs.

Students enrolling in Collision Repair Technology will need to select one of the following options upon entering the program. The options are the two year Associate in Applied Science Degree in Collision Repair Technology, or the one or two year Collision Repair Technology Certificates.

AAS DEGREE (CRTT)

FRESHMAN YEAR

First Semester		Second Semester	
ABT 1213	Automotive Body Welding and Cutting ... 3	ABT 1133	Glass and Related Hardware Installation and Sealing ... 3
ABT 1113	Restraint Systems and Interior Trim ... 3	ABT 1123	Bolted Units, Assemblies, and Electrical Systems ... 3
ABT 1414	Sheet Metal Repair ... 4	ABT 1423	Body Panel and Upper Structural Repair I ... 3
ABT 1313	Refinishing I ... 3	ABT 1324	Refinishing II ... 4
ENG 1113	English Composition I ... 3		Elective Math ... 3
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SOPHOMORE YEAR

First Semester		Second Semester	
ABT 2513	Frame and Underbody Structural Repair I ... 3	ABT 2524	Frame and Underbody Structural Repair II ... 4
ABT 2613	Fiberglass and Plastic Repair ... 3	ABT 2713	Collision Analysis and Estimation ... 3
ABT 2434	Body Panel and Upper Structural Repair II ... 4		Elective Vocational-Technical ... 3
ABT 2333	Refinishing III ... 3	SPT 1113	Oral Communication ... 3
	Elective Social/Behavioral Science ... 3		Elective Humanities/Fine Arts ... 3
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APPROVED ELECTIVES/VOCATIONAL-TECHNICAL:

ABT 2813	Shop Operations and Procedures ... 3
ABT 291(1-3)	Special Problem in Collision Repair Tech. 1-3
ABT 292(1-6)	Work-Based Learning in Collision Repair Techn. ... 1-6
ATE 1113	Science and Technology 3

CERTIFICATE OPTIONS (CRTC)

FIRST YEAR - ONE OR TWO YEAR CERTIFICATES

First Semester		Second Semester	
ABT 1213	Automotive Body Welding and Cutting ... 3	ABT 1133	Glass & Related Hardware, Installation, & Sealing ... 3
ABT 1113	Restraint Systems and Interior Trim ... 3	ABT 1123	Bolted Units, Assemblies, & Electrical Systems ... 3
ABT 1414	Sheet Metal Repair ... 4	ABT 1423	Body Panel and Upper Structural Repair I ... 3
ABT 1313	Refinishing I ... 3	ABT 1324	Refinishing II ... 4
<hr/> 13		<hr/> 13	

SECOND YEAR - TWO YEAR CERTIFICATE

First Semester		Second Semester	
ABT 2513	Frame & Underbody Structural Repair I ... 3	ABT 2524	Frame & Underbody Structural Repair II ... 4
ABT 2613	Fiberglass & Plastic Repair ... 3	ABT 2713	Collision Analysis and Estimation ... 3
ABT 2434	Body Panel & Upper Structural Repair II ... 4		Elective Vocational-Technical ... 3
ABT 2333	Refinishing III ... 3		Elective Vocational-Technical ... 3
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APPROVED ELECTIVES/VOCATIONAL-TECHNICAL

ABT 2813	Shop Operations and Procedures ... 3
ABT 291(1-3)	Special Problem in Collision Repair Tech. 1-3
ABT 292(1-6)	Work-Based Learning in Collision Repair Techn. ... 1-6
ATE 1113	Science and Technology 3

COMPUTER TECHNOLOGY

The objective of the Computer Technology program is to prepare students for successful careers in today's computer-oriented society. The emphasis is directed toward developing competence in computer operations and/or programming so that upon successful completion of a two-year program, graduates may seek entry level positions in business, industry, government, or professional areas as data entry operators, computer operators, computer programmers, or microcomputer specialists.

COMPUTER NETWORK SUPPORT OPTION (LAN) (CPNT)

Advisors: Mr. Fortenberry, Mrs. Johnson

Computer Network Support (LAN) is a two year program, which offers training in telecommunications, network administration, and client/server systems. An Associate of Applied Science degree is earned upon successful completion of the Network Support curriculum. Successful completion of the first year entitles a student to a certificate in Network Operations. Students who complete the program may seek employment as personal computer network administrators and may take the test to become certified network administrators.

FRESHMAN YEAR

First Semester			Second Semester		
ENG	1113	English Composition ... 3	CPT	1324	Survey of Microcomputer ... 4
CPT	1332	Operating Platforms ... 2			Social/Behavioral Science ... 3
CPT	1124	Computer Concepts ... 4			Internet Concepts ... 3
CNT	1413	Fundamentals of Data Communications ... 3	CNT	1513	Network Administration Using Novell ... 4
CPT		Programming Elective ... 4	CNT	1614	Network Components ... 3
			CNT	1523	
		16			17

SOPHOMORE YEAR

First Semester			Second Semester		
CNT	2634	Advanced Network Administration ... 4	CNT	2544	Project Management ... 4
BOT	1423	Mechanics of Communications ... 3	SPT	1113	Oral Communication ... 3
		Math/Science Elective ... 3			Elective ... 3
CNT	2423	System Maintenance ... 3	BOT	2813	Business Communications ... 3
CNT	2532	Network Planning and Design ... 2			Humanities/Fine Arts Elective ... 3
		15			16

Keyboarding will be required first semester for students who need to improve their keyboarding speed.

RECOMMENDED ELECTIVES:

SOCIAL/BEHAVIORAL SCIENCE ELECTIVES:

General Psychology
American National Government
Introduction to Sociology

HUMANITIES/FINE ARTS ELECTIVE:

Art Appreciation
Music Appreciation
History Elective

MATHEMATICS ELECTIVE:

Intermediate Algebra
College Algebra
Finite Math
Programming language elective must be approved by advisor.

COMPUTER OPERATIONS OPTION (COPC)

Advisors: Mr. Fortenberry, Mrs. Johnson

Upon successfully completing the Computer Operations option, graduates should be prepared for positions as computer operators and/or data entry operators. Instruction will be provided on an on-line business computer system as well as on microcomputers. A certificate will be awarded to those students completing the computer operations option.

FRESHMAN YEAR

First Semester			Second Semester		
CPT	1124	Computer Concepts ... 4	CPT	1332	Operating Platforms ... 2
CPT	1324	Survey of Microcomputer Applications ... 4	CPT	1343	Systems Administration and Control ... 3
BOT	1433	Business Accounting ... 3	BOT	2413	Computerized Accounting ... 3
ENG	1113	English Composition ... 3			Programming Language Elective ... 4
CPT		Programming Language Elective ... 4	CPT		Social/Behavioral Science Elective ... 3
		18			15

Keyboarding will be required first semester for students who need to improve their keyboarding speed. Upon successful completion of the computer operations option, a student may enter the computer programming option.

RECOMMENDED ELECTIVES:

General Psychology
American National Government
Introduction to Sociology
Programming electives must be approved by advisor.

COMPUTER PROGRAMMING OPTION (CPRT)

Advisors: Mr. Fortenberry, Mrs. Johnson

Upon successfully completing the Computer Programming option, students should be prepared for employment as a computer programmer and/or computer operator in a business-oriented environment. Instruction will be provided in several different programming languages, and hands-on experience will be included on microcomputers as well as on an on-line business computer system. The Associate in Applied Science Degree is awarded for successful completion of the Computer Programming Option.

FRESHMAN YEAR

First Semester			Second Semester		
CPT	1124	Computer Concepts 4	CPT	1324	Survey of Microcomputer Applications 4
CPT	1332	Operating Platforms 2	CPT	1343	Systems Administration and Control 3
BOT	1433	Business Accounting ... 3	BOT	2413	Computerized Accounting 3
ENG	1113	English Composition ... 3	CPT		Programming Language Elective 4
CPT		Programming Language Elective 4			Social/Behavioral Science Elective 3
<hr/>			<hr/>		
16			17		

SOPHOMORE YEAR

First Semester			Second Semester		
CPT	2153	Network Management .. 3	BOT	2813	Business Communications 3
CPT		Programming Language Elective 4	CPT	2354	Systems Analysis and Design 4
CPT		Programming Language Elective 4	SPT	1113	Oral Communication .. 3
BOT	1423	Mechanics of Communication 3	CPT		Programming Language Electives 4
		MAT Mathematics Elective 3			Humanities/Fine Arts Elective 3
<hr/>			<hr/>		
17			17		

Keyboarding will be required first semester for students who need to improve their keyboarding speed.

RECOMMENDED ELECTIVES:

Social/Behavioral Science Electives
General Psychology
American National Government
Introduction to Sociology
Humanities/Fine Arts Elective
Art Appreciation
Music Appreciation
History Elective
Mathematics Elective
Intermediate Algebra
College Algebra
Finite Math
Programming language electives must be approved by advisor.

DRAFTING AND DESIGN TECHNOLOGY (DRAF)

Advisors: Mrs. Mayes, Mr. Harrison

The Drafting and Design program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of classwork and practical experience is stressed. Completion of a minimum of 64 semester credit hours of course work in a two-year program leads to an associate in applied science degree. Program is currently undergoing curriculum review. Please see advisors regarding requirements.

FIRST YEAR

First Semester			Second Semester		
DDT	1114	Fundamentals of Drafting 4	DDT	1133	Machine Drafting I 3
DDT	1313	Principles of CAD 3	DDT	1323	Intermediate CAD 3
ENG	1113	English Composition I .. 3	MAT	1323	Trigonometry 3
MAT	1313	College Algebra 3	SPT	1113	Oral Communication .. 3
DDT	1413	Elementary Surveying .. 3	DDT	1153	Descriptive Geometry .. 3
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16			15		

SECOND YEAR

First Semester			Second Semester		
DDT	2163	Machine Drafting II 3	DDT	2233	Structural Drafting 3
DDT	1613	Architectural Design I . . 3			Technical Elective 3
DDT	2343	Advanced CAD 3			Technical Elective 3
		Elective Social/ Behavioral Science 3	DDT	2423	Mapping and Topography 3
		Humanities/Fine Art Elective 3			Technical Elective 3
		Technical Elective 3			
		<hr/> 18			<hr/> 18

*Technical electives may be chosen from the following list:

DDT	2623	Architectural Design II . 3	DDT	2911-13	Special Project 1-3
DDT	2713	Fundamentals of Multimedia 3	WBL		Work-Based Learning . . 3
DDT	1213	Construction Materials . 3	ATE	1113	Science and Technology 3
			DDT	2443	Advanced Surveying . . 3

ELECTRICAL TECHNOLOGY
(ELTT)

Advisor:

The Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric wiring, and D.C. and A.C. motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Certificate programs in electricity require a minimum of 34 semester credit hours beyond the essential skills level. Students desiring to receive only a certificate may substitute other courses for the six hours of academic credit in the proposed curriculum. Technical programs require a minimum of 65 semester credit hours above the secondary level which includes a recommended 15 hours of academic core courses. Successful completion of the two-year program leads to an Associate in Applied Science degree.

ELECTRICAL TECHNOLOGY
(ELTT)

Advisor:

**Baseline Competencies for Electrical Technology

FIRST YEAR

First Semester			Second Semester		
ELT	1102	Fundamentals of Electricity 2	ELT	1123	Commercial and Industrial Wiring 3
ELT	1114	DC Circuits 4	ELT	1223	Motor Maintenance & Trouble Shooting 3
ELT	1113	Residential/Light Commercial Wiring . . . 3	ELT	1413	Motor Control Systems . 3
ELT	1213	Electrical Power 3	EET	1413	Solid State Dev. & Cir . 4
ELT	1263	Blueprint Reading/ Planning in Residential Installation 3	EET	1123	AC Circuits 3
		Elective Math 3			
		<hr/> 18			<hr/> 16

SECOND YEAR

First Semester			Second Semester		
		Technical Elective 3	ELT	2614	Programmable Logic Controllers 4
ELT	2424	Solid State Motor Control 4	SPT	1113	Oral Communication Elective 3
		Elective Computer Related 3			Elective Social/ Behavioral Sc. 3
ENG	1113	English Composition I . . 3			Technical Electives . . . 6
		Elective Humanities/ Fine Arts 3			
		<hr/> 16			<hr/> 16

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

**Baseline competencies are taken from the high school Electrician program. Students who can document mastery of these competencies will not be required to take ELT 1102. Students who cannot demonstrate mastery will be required to take ELT 1102.

TECHNICAL ELECTIVES MAY BE CHOSEN FROM THE FOLLOWING LIST:

EET	1713	Electronic Drafting	3
CPT	1113	Fundamentals of Microcomputer	3
ROT	1213	Industrial Hydraulics	3
EET	1214	Digital Electronics	4
CST	2113	Computer Servicing Lab I	3
ELT	1273	Switching Circuits for Residential, Commercial, & Industrial Appl.	3
ELT	2623	Advanced Programmable Controls	3
ATE	1113	Science & Technology	3

ELECTRICAL TECHNOLOGY CERTIFICATE PROGRAM

(One-year Option)

First Semester		Second Semester	
ELT	1102	Fundamentals of Electricity	2
EET	1114	DC Circuits	4
ELT	1113	Residential/Light Commercial Wiring	3
ELT	1213	Electrical Power	3
ELT	1263	Blueprint Reading/Planning In Residential Installation	3
			15
ELT	1123	Commercial & Industrial Wiring	3
ELT	1223	Motor Maintenance & Trouble Shooting	3
ELT	1413	Motor Control Systems	3
EET	1413	Solid State Devices & Circuits	4
ELT	1273	Switching Circuits for Residential, Commercial, & Industrial Appl.	3
EET	1123	AC Circuits	3
			19

ELECTRONICS TECHNOLOGY (ELET)

Advisors: Mr. Blackburn, Mr. James Clark

Electronics Technology is an instructional program that prepares individuals to support electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems for generating electricity and distributing electrical power. Included is instruction in model and prototype development and testing; systems analysis and integration, including design, development of corrective and preventive maintenance techniques; application of engineering data; and the preparation of reports and test results.

Technical programs in Electronics Technology require a minimum of 64 semester credit hours (SCH) beyond the essential skills level. Fifteen semester credit hours of academic core courses are included in this

minimum. Successful completion of the two-year program leads to an Associate in Applied Science degree.

FRESHMAN YEAR

First Semester		Second Semester	
EET	1102	Fund. of Electronics	2
EET	1114	DC Circuits	4
EET	1214	Digital Electronics	4
		*Elective *Computer related	3
		Math Elective	3
			16
EET	1123	AC Circuits	3
EET	1314	Solid State Devices and Circuits	4
		Microprocessors	4
EET	1324	English Composition I	3
ENG	1113	*Technical Elective	3
			17

SOPHOMORE YEAR

First Semester		Second Semester	
EET	2334	Linear Integrated Circuits	4
EET	2514	Interfacing Techniques	4
		Humanities/Fine Arts Elective	3
		*Technical Elective	3
			14
EET	2414	Electronics Communications	4
SPT	1113	Oral Communication	3
PSY	1113	Psychology	3
		*Technical Elective	3
		*Technical Elective	4
			17

*Technical Electives may be chosen from the following list:

CPT	1113	Fundamentals of Microcomputers	3
ELT	2614	Programmable Logic Controllers	4
CPT	1224	Basic Computer Programming	4
EET	1713	Electronic Drafting	3
CST	2113	Computer Servicing Lab I	3
ATE	1113	Science & Technology	3

COMPUTER SERVICING TECHNOLOGY (CSTT)

Advisors: Mr. Blackburn, Mr. James Clark

Computer Servicing Technology is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

Technical programs in Computer Servicing Technology require a minimum of 66 semester credit hours (SCH). This total includes a minimum of 15 SCH of academic core courses and 51 SCH of technical courses. Successful completion of the two-year program leads to an Associate in Applied Science Degree.

FRESHMAN YEAR

First Semester				Second Semester			
EET	1102	Fundamentals of Electronics	2	EET	1123	AC Circuits	3
EET	1114	DC Circuits	4	EET	1314	Solid State Devices & Circuits	4
EET	1214	Digital Electronics	4	EET	1324	Microprocessors	4
		*Computer Related		ENG	1113	English Composition I	
		Elective	3			*Technical Elective	3
		Math Elective	3				
			16				

SOPHOMORE YEAR

First Semester				Second Semester			
EET	2514	Interfacing Techniques .	4			Humanities/Fine Arts	
EET	2334	Linear Integrated		CST	2123	Computer Servicing	
		Circuits	4			Lab II	
CST	2113	Computer Servicing		SPT	1113	Oral Communication	
		Lab I	3			*Technical Elective	
		*Technical Elective	3			*Technical Elective	
PSY	1113	Psychology	3				
			17				

*Technical Elective may be chosen from the following list:

CPT	1113	Fund. of Microcomputers	3
ELT	2614	Programmable Logic Controllers	4
CPT	1224	Basic Computer Programming	4
EET	1713	Electronic Drafting	3
ATE	1113	Science & Technology ..	3

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMTB)

Advisor: Mr. Joe Renaud

This program is designed to prepare students to take the National Registry of Emergency Medical Technicians examination for basic certification. Additional course work is recommended to prepare the student to transfer to an institution to obtain the training necessary to become

certified at the intermediate and paramedic levels. Students should consult with the curriculum advisor to determine the specific courses needed to meet their personal goals.

FIRST YEAR

First Semester				Second Semester			
EMT	1116	EMT Basic	6	BIO	2514	Anatomy & Physiology	4
MAT	1233	Intermediate Algebra or		ENG	1123	English Comp. II	3
MAT	1313	College Algebra	3	CPT	1113	Fund. Of Micro Appl. or	
CHE	1114	Basic Chemistry	4	CSC	1113	Intro. To Computer	
ENG	1113	English Comp. I	3			Concepts	3
				or			
				ATE	1113		
				PSY	1513	Gen. Psychology	3
				SPT	1113	Oral Communication ..	3
			16				16

Summer Semester

BIO	2524	Anatomy & Physiology II	4
		Elective Fine Arts/ Humanities	3

FIRE PROTECTION TECHNOLOGY (FFTT)

Advisor: Mr. Robbie Pearson

The Fire Protection Technology program is a cooperative program between several community colleges in the State of Mississippi. Students have two options in pursuing this program; one is the terminal technical degree (AAS), and the other is a transfer curriculum to the University of Memphis. Fire Protection classes are offered via the community college interactive video network in the evenings. This program is designed to meet the standards and certification requirements for careers in municipal and county fire departments.

FIRST YEAR

First Semester				Second Semester			
ENG	1113	English Composition I . .	3	ENG	1123	English Composition II . .	3
CSC	1113	Intro. to Computer Concepts	3			Elective Humanities/ Fine Arts	3
		or Science or Math	3	FFT	1213	Fire Fighting Principles and Practices	3
FFT	1113	Introduction to Fire Science	3	FFT	1223	Fire Apparatus & Equipment	3
FFT	1123	Introduction to Fire Prevention	3	FFT	****	Fire Protection Concentration Elective . .	3
			<hr/> 15				<hr/> 15

SECOND YEAR

Third Semester			Fourth Semester		
SPT	1113	Oral Communication ... 3			Elective Behavioral I/ Social Science ... 3
		Elective			Elective General
		General Education 3			Education ... 3
FFT	2313	Fire Service	FFT	2413	Strategy and Tactics ... 3
		Hydraulics 3			Incident Management
FFT	2323	Building Construction .. 3	FFT	2423	Systems 3
FFT	****	Fire Scene Safety 3			Fire Protection
FFT	****	Fire Protection	FFT	****	Concentration Elective ... 3
		Concentration Elective .. 3	FFT	****	Fire Protection
					Concentration Elective ... 3
—			—		
18			18		

HEATING AND AIR CONDITIONING TECHNOLOGY
(ACTT)

Advisor: Mr. Miles

Heating and Air Conditioning is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

HEATING AND AIR CONDITIONING TECHNOLOGY

SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Heating and Air Conditioning Technology**

ASSOCIATE DEGREE

First Year				Second Semester			
First Semester							
ACT	1124	Basic Compression 4	ACT	1313	Refrigeration System Components 3		
ACT	1713	Electricity for Heating, Ventilation, A/C, & Refrig. 3	ACT	1812	Professional Service Procedures 2		
		***Technical Elective ... 3	ACT	1213	Controls 3		
ACT	1133	Tools & Piping 3	ACT	1432	Refrigerant Recovery and Lubricants 2		
		Elective Written			***Technical Elective ... 3		
		Communications 3			Elective Math 3		
—				—			
16				16			

SECOND YEAR

First Semester				Second Semester			
ACT	2414	Air Conditioning I 4	ACT	2424	Air Conditioning II 4		
ACT	2513	Heating Systems 3	ACT	2324	Commercial Refrigeration 4		
ACT	2624	Heat Load & Air 4	ACT	2433	Refrigerant, Retrofit, & Regulations 3		
		Properties			Elective Social/ Behavioral Science 3		
SPT	1113	Oral Communication			***Technical Elective ... 3		
		Elective 3					
		Elective Humanities/ Fine Arts 3					
—				—			
17				17			

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

**Baseline competencies are taken from the high school Heating and Air Conditioning program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***TECHNICAL ELECTIVES:

ATE	1113	Science & Technology	3
CPT	1113	Fundamentals of Microcomputer Applications	4
DDT	1114	Fundamentals of Drafting	2
EET	1102	Fundamentals of Electronics	1-3
ACT	291 (1-3)	Special Project in Heating & Air Conditioning	1-6
ACT	292 (1-6)	Supervised Work Experience in Heating & Air Conditioning Tech.	1-6
Work-Based Learning I, II, III, IV, V, VI, WBL 191 (1-6), WBL 192 (1-6), WBL 193 (1-6), WBL 291 (1-6), WBL 292 (1-6), WBL 293 (1-6)			

HEATING AND AIR CONDITIONING TECHNOLOGY

SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Heating and Air Conditioning Technology**

VOCATIONAL CERTIFICATE

First Year

First Semester			Second Semester		
ACT	1124	Basic Compression 4	ACT	1313	Refrigeration System Components 3
ACT	1713	Electricity for Heating, Ventilation, Air Conditioning & Refrigeration 3	ACT	1812	Professional Service Procedures 3
		Technical Elective*** . . . 3	ACT	1432	Refrigerant Recovery & Lubricants 3
ACT	1133	Tools and Piping 3	ACT	1213	Controls 3
					Technical Elective*** . . . 3
		13			13

Second Year

First Semester			Second Semester		
ACT	2414	Air Conditioning I 4	ACT	2424	Air Conditioning II 4
ACT	2513	Heating Systems 3	ACT	2324	Commercial Refrigeration 4
ACT	2624	Heat Load & Air Properties 4	ACT	2433	Refrigerant, Retrofit, & Regulations 3
		Technical Elective*** . . . 3			Technical Elective*** . . . 3
		14			14

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Heating and Air Conditioning program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***TECHNICAL ELECTIVES:

CPT	1113	Fundamentals of Microcomputer Applications 3
DDT	1114	Fundamentals of Drafting 4
EET	1102	Fundamentals of Electronics 2
ACT	291 (1-3)	Special Project in Heating & Air Conditioning Technology 1-3
ACT	292 (1-6)	Supervised Work Experience in Heating & Air Conditioning 1-6
Workbased Learning I, II, III, IV, V, VI WBL 191 (1-6), WBL 192 (1-6), WBL 193 (1-6), WBL 291 (1-6), WBL 292 (1-6), WBL 293 (1-6)		

MACHINE SHOP TECHNOLOGY (MSTT)

Advisor: Mr. R. Clark

This program is designed to prepare students to enter the machinist trade at the apprentice level. The student will be able to interpret blueprints, make necessary shop mathematical calculations, skillfully operate the lathe, shaper, milling machine, grinders, drills, and make precision measurements. Also, the student will be competent in machining methods, metallurgy, heat treatments of metals, programming and operation of CNC equipment.

ONE YEAR CERTIFICATE

First Semester			Second Semester		
MST	1313	Advanced Shop Mathematics 3	MST	1127	Power Machinery II 7
MST	1413	Blueprint Reading 3	MST	1613	Precision Layout 3
MST	1117	Power Machinery I 7	MST	1423	Advanced Blueprint Reading 3
		Vocational Elective 3			Math 3
		16			16

TWO YEAR CERTIFICATE

First Semester			Second Semester		
MST	1313	Advanced Shop Mathematics 3	MST	1127	Power Machinery II 7
MST	1413	Blueprint Reading 3	MST	1613	Precision Layout 3
MST	1117	Power Machinery I 7	MST	1423	Advanced Blueprint Reading 3
		Vocational Elective 3			Vocational Elective 3
		16			16

SECOND YEAR

First Semester			Second Semester		
MST	2135	Power Machinery III . . . 5	MST	2144	Power Machinery IV . . . 4
MST	2714	Computer Numerical Control Operations I . . . 4	MST	2725	Computer Numerical Control Operations II . . 5
		Vocational Elective 3			Technical Elective 2
		Vocational Elective 3			Vocational Elective 3
		15			17

DEGREE OPTION

First Semester				Second Semester			
MST	1313	Advanced Shop		MST	1127	Power Machinery II	
		Mathematics	3	MST	1613	Precision Layout	
MST	1413	Blueprint Reading	3	MST	1423	Advanced Blueprint	
MST	1117	Power Machinery I	7			Reading	
ENG	1113	English Composition I	3			Math	
			16				

SECOND YEAR

First Semester				Second Semester			
		*Elective	3	MST	2144	Power Machinery IV	
MST	2135	Power Machinery III	5	MST	2725	Computer Numerical	
MST	2714	Computer Numerical	4			Control Operations II	
		Control Operations I		MST	2813	Metallurgy	
		Elective Humanities/		SPT	1113	Elective Oral	
		Fine Arts	3			Communication	
						Elective Social/	
						Behavioral Sc.	
			15				

*i.e. ATE 1113 or approved by advisor.

VOCATIONAL PROGRAMS

The following East Central Community College Vocational Programs are designed to teach the students a trade. A certificate is issued upon satisfactory completion of one of the programs. These programs are scheduled to meet six hours a day, five days a week, unless otherwise specified in the course description. Classroom activities in each vocation and related fields, as well as laboratory experiences are given each student. A vocational learning lab is provided to give additional training to students in each trade area. See Cosmetology daily schedule, which includes seven hours a day, five days a week.

CARPENTRY & CABINET MAKING (CCMA)

Advisor: Mr. Lyons

This program is designed to prepare the student for the entry level of Carpentry and Cabinet Making trades. It provides training in the basic skills and technical knowledge in both rough and finish carpentry and in cabinet making. This training includes proper tools, equipment and material uses that are comparable to those that are used in the industry. This course of study will be centered around the performance of useful and/or productive jobs. A student who completes the first year will receive a

certificate in Basic Carpentry. A student who completes the second year will receive a certificate in Advanced Carpentry.

BASIC CARPENTRY (CCMA)

First Semester				Second Semester			
CAV	1115	Plans, Spec. and		CAV	1128	Cabinet Construction	8
		Foundations	5	CAV	1225	Hardware, Trim &	
CAV	1215	Floor, Wall, Ceiling				Laminates	5
		Roof Framing		CAV	1324	Cabinet Finishing	4
		& Roofing	5				
CAV	1317	Insulation, Ext. &					
		Int. Finishing &					
		Coordinating	7				
			17				
							17

ADVANCED CARPENTRY (CACA)

First Semester				Second Semester			
CAV	2134	Blueprint Reading, Specs,		CAV	2148	Cabinet Construction	
		Codes, & Foundation	4			Techniques	8
CAV	2235	Techniques in Framing		CAV	2245	Laminate Application,	
		and Roofing	5			Trim, & Hardware	5
CAV	2338	Exterior & Interior		CAV	2344	Cabinet Finishing	4
		Finishing, Insulating &					
		Coordinating	8				
			17				
							17

2,040 Clock Hours ... 68 Semester Hours
30 Clock Hours = One Semester Hour

COSMETOLOGY (COSM)

Advisor: Mrs. Brackeen

This course is designed for those who want to become cosmetologists. The course has been approved by the State Board of Education and the Mississippi Board of Cosmetology. It has the approval and support of beauty salon owners and operators throughout this area of the State. A student enrolling must be at least 17 years of age or must have completed high school, or obtained the GED.

During the training period, students must maintain an average grade of 85 in theory and skill to be eligible for State Board Examination in order to attain a license. Fifteen hundred clock hours of training are required to



CHAPTER 6

DESCRIPTION OF COURSES

UNIVERSITY PARALLEL

East Central Community College adheres to the common course number system adopted by the Mississippi Association of Community and Junior Colleges. The numbers for University Parallel Courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a 1 and courses at the sophomore level begin with a 2. The last digit indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. Course descriptions used in this catalog are those adopted in the Uniform Numbering System and are intended to be equivalent to those courses at the same level at four-year institutions.

ACCOUNTING

ACC 1213 — PRINCIPLES OF ACCOUNTING — A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting. Three lectures and one hour laboratory. Three semester hours credit.

ACC 1223 — PRINCIPLES OF ACCOUNTING — A continuation of Accounting 1213. Three lectures and one hour laboratory. Three semester hours credit.

AGRICULTURE

AGR 2314 — BASIC SOILS — A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. Four hours lecture. Four semester hours credit.

AGR 2343 — Forest Measurements — This course is designed to introduce the student to the techniques, instruments and practices of measuring forest inventories and cut-wood products for sales, timber management planning and forest studies. Three hours lecture. Three semester hours credit.

ART

- ART 1113 — ART APPRECIATION — A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial arts) on a conceptual basis. Three lectures. Three semester hours credit.
- ART 1313 — DRAWING I — Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white media, pencil, charcoal. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1323 — DRAWING II — (Prerequisite: ART 1313) Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1413 — DESIGN I — Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1423 — DESIGN II — (Prerequisite: ART 1413 or special permission of the instructor). Continuation of basic principles of design, color, and texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Six hours laboratory. Three semester hours credit.
- ART 1913 — ART FOR ELEMENTARY TEACHERS — Designed for the needs of the elementary education student. Includes essentials of public school art, study of development of the children's art, experiences with major forms of two-dimensional art problems, and experiences with a variety of media. Lectures and laboratory work. Three semester hours credit.
- ART 2433 — ADVERTISING DESIGN I — A study of advertising design and an introduction to the printing production of an art work, layout stages beginning with thumbnails to paste ups. Six hours laboratory. Three semester hours credit.
- ART 2513 — PAINTING I — (Prerequisite: ART 1313, 1323, 1413 & 1423) Techniques used in painting water colors, oils, pastels, or other media, in still life and landscape pictures. Six hours laboratory. Three semester hours credit.
- ART 2613 — CERAMICS I — A studio course designed to cover the making of pottery from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures. An appreciation of the ceramics of the past and present will be included. Six hours laboratory. Three semester hours credit.

ART 2713 — ART HISTORY I — A survey course of the historical background of art forms from Prehistoric to the Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three semester hours credit.

ART 2723 — ART HISTORY II — A survey course of the historical background of art forms from the Renaissance to the Twentieth Century. Emphasis is on modern expressions in the field of art. Three semester hours credit.

BIOLOGY

BIO 1134 — GENERAL BIOLOGY — A laboratory course in general biological principles including a survey of the kinds of plants and animals, their structure, and function, and relationships with each other and the environment. Three lectures and two hours laboratory. Four semester hours credit.

BIO 1144 — GENERAL BIOLOGY — A continuation of BIO 1134. Three lectures and two hours laboratory. Four semester hours credit.

BIO 1314 — BOTANY I — A lecture/laboratory course dealing with the application of biological principles to the study of plants including classification, anatomy and physiology, and function. Three hours lecture, two hours lab. Four semester hours credit.

BIO 1324 — BOTANY II — A lecture/laboratory course of principles listed but not covered in BIO 1314. Four semester hours credit.

BIO 2313 — DENDROLOGY — A lecture/laboratory course concerning taxonomy, morphology, and identification of woody plants. Three hours lecture. Three semester hours credit.

BIO 2414 — ZOOLOGY — A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrates. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2424 — ZOOLOGY — A continuation of BIO 2414 with emphasis on the vertebrates. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2514 — HUMAN ANATOMY AND PHYSIOLOGY — Study is made of anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. Prerequisite: General Biology (BIO 1134 or 1144), or General Chemistry (CHE 1214), or ACT science score of 21, or Sophomore standing, or admission to a health related program at ECCC. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2524 — HUMAN ANATOMY AND PHYSIOLOGY — A continuation of Anatomy and Physiology 2514 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: Human Anatomy 2514. Three lectures and two hours laboratory. Four semester hours credit.

BIO 2924 — MICROBIOLOGY — A survey of the microbes (microscopic organisms) of both plant and animal kingdoms, with emphasis and detailed study being placed on those affecting other forms of life, especially man. Laboratory is devoted to basic techniques of microbial study, such as culturing, identifying, control, anatomy, and life cycles. Three hours lecture and two hours laboratory. Four semester hours credit.

BUSINESS ADMINISTRATION

BAD 2323 — BUSINESS STATISTICS — Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three semester hours credit.

BAD 2413 — THE LEGAL ENVIRONMENT OF BUSINESS — Designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Three semester hours credit.

CHEMISTRY

CHE 1114 — GENERAL CHEMISTRY SURVEY (BASIC) — A study of the physical properties of chemicals, their fundamental properties, laws and theories. This course will not substitute for CHE 1214 and CHE 1224, General Chemistry.

CHE 1214 — GENERAL CHEMISTRY I — Atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept, types of solutions, energy-enthalpy. Corequisite or prerequisite: college algebra. Four semester hours credit.

CHE 1224 — GENERAL CHEMISTRY II — Gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination compounds. Prerequisites: satisfactory completion of General Chemistry I. Four semester hours credit.

CHE 2424 — ORGANIC CHEMISTRY I — A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: General Chemistry II.

CHE 2434 — ORGANIC CHEMISTRY II — A continuation of Chemistry 2424. A study of Aromatic and complex compounds. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: Organic Chemistry I.

COMPUTER SCIENCE

CSC 1113 — INTRODUCTION TO COMPUTER CONCEPTS — A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three lectures. Three semester hours credit.

CSC 1123 — MICROCOMPUTER APPLICATIONS — Designed to teach the use of major applications packages as used on microcomputers in business, education, and other environments. The packages will include Windows 95 and Microsoft Office for Windows 95. Three hours lecture with open lab. Three semester hours credit.

CSC 1213 — BASIC COMPUTER PROGRAMMING — The writing of programs using the BASIC computer language. It is not open to Data Processing or Computer Science majors. Three lectures. Three semester hours credit.

CSC 1313 — FORTRAN PROGRAMMING — Introduction to digital computers and computer programming using the FORTRAN language. Three lectures. Three semester hours credit.

CSC 1613 — COMPUTER PROGRAMMING I — Introduction to problem-solving methods and algorithm development; designing, debugging, & documentation in a high-level programming language with a variety of applications. Three hours lecture. Three semester hours credit.

CSC 2623 — COMPUTER PROGRAMMING II — Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging & testing of larger programs. Three hours lecture. Three semester hours credit. Prerequisite: Computer Programming I.

ECONOMICS

ECO 2113 — PRINCIPLES OF ECONOMICS (MACROECONOMICS) — An introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement. Three lectures. Three semester hours credit.

ECO 2123 — PRINCIPLES OF ECONOMICS (MICROECONOMICS) — A continuation of Economics 2113 with emphasis on price and production theory. Three lectures. Three semester hours credit.

EDUCATION — EDU 1111 — LIBRARY SCIENCE — This course provides information concerning the development of books and libraries and instruction in and practice with the skills necessary for selecting, locating, and using library materials in a variety of formats. One hour lecture. One semester hour credit.

EDU 1321 — CAREER EXPLORATION — A course designed to assist students in determining career goals. Interest tests and aptitude tests are given to help students determine career choices.

EDU 1411 — IMPROVEMENT OF STUDY — This course is designed to aid the student in three basic areas: adjustment to college life, development of good study skills, and the formation of good test-taking skills.

EDU 1811, 1821, 2811, and 2821 — Leadership I, II, III, IV — This course is limited to members of the Warrior Corps. Its purpose is to teach leadership skills and give the student a better understanding of the overall operation of the College. Among the leadership skills to be taught are listening skills, time management, salesmanship, and information giving techniques.

EDU 1833 — LEADERSHIP AND ORGANIZATION SKILLS — A study of leadership styles, skills, roles, and functions of leaders of organizations. The course integrates writings from the humanities. These historical and philosophical works, which include multi-cultural readings, not only constitute the collective wisdom of mankind, but also provide rich insight into leading. The course will be taught as eleven skill units. Three hours lecture. Three semester hours credit.

ENGINEERING

EGR 2413 — ENGINEERING MECHANICS (STATICS) — (Prerequisites: Calculus II, Physics II.) Equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Distributed forces, structures, friction, and moments of inertia in three dimensions. Three hours lecture. Three semester hours credit.

EDUCATIONAL PSYCHOLOGY

EPY 2513 — CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I) — A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three semester hours credit.

EPY 2533 — HUMAN GROWTH AND DEVELOPMENT — A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities and interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people. Three lectures. Three semester hours credit.

ENGLISH

ENG 1103 — DEVELOPMENTAL ENGLISH I (READING) — This course covers basic reading and oral communication skills with special emphasis on comprehension and vocabulary building in reading and standard English pronunciation in speaking. Three hours per week. Three semester hours credit.

ENG 1113 — ENGLISH COMPOSITION I — Stresses effective writing through the study of the elements of composition with emphasis on the essay. Three lectures. Three semester hours credit.

ENG 1123 — ENGLISH COMPOSITION II — A continuation of English 1113 with emphasis on essays, critical writing, and research. A research paper is required. Prerequisite: ENG 1113. Three lectures. Three semester hours credit.

ENG 1203 — DEVELOPMENTAL ENGLISH II (COMPOSITION) — This course covers the basics of English writing with emphasis on identifying and correcting the problems of individual students. The course involves sentence and paragraph writing. Three hours per week. Three semester hours.

ENG 1213 and 1223 — HONORS ENGLISH COMPOSITION — Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization and precise writing. Special attention given to critical reading, to written analysis, to using the library, and to documented research writing. Enrollment by invitation. Three semester hours credit each.

ENG 2133 — CREATIVE WRITING — Consent of the instructor is required. Writing the poem, the short story, and the play. Prerequisite: English Composition I. Three lectures. Three semester hours credit.

ENG 2223 — AMERICAN LITERATURE I — Representative prose and poetry of the United States from colonial beginnings through Emily Dickinson. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2233 — AMERICAN LITERATURE II — Representative prose and poetry of the United States from Samuel Clemens to the present. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2323 — ENGLISH LITERATURE I — A survey of English literature from Beowulf through the Renaissance. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2333 — ENGLISH LITERATURE II — A survey of English literature from the Restoration to modern times. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2353 — HONORS ENGLISH LITERATURE I — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from its beginnings until 1798. An individualized course with attempts to program the study of literature to the student's major interests and skills. Enrollment by invitation. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2363 — HONORS ENGLISH LITERATURE II — (Prerequisite: six semester hours in Freshman Composition) Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interest and skills. Enrollment by invitation. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2423 — WORLD LITERATURE I — Selected writings of the Orient, Greece, Rome and Medieval Europe. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

ENG 2433 — WORLD LITERATURE II — A continuation of ENG 2423. Selected European writings from the Renaissance to the present. Prerequisites: ENG 1113, ENG 1123. Three lectures. Three semester hours credit.

GEOGRAPHY

GEO 1113 — WORLD GEOGRAPHY — A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture. Three semester hours credit.

HEALTH, PHYSICAL EDUCATION, AND RECREATION

HPR 1131 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 1141 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

HPR 1213 — PERSONAL AND COMMUNITY HEALTH — Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three semester hours credit.

HPR 1313 — INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION — Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three semester hours credit.

HPR 1531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.

HPR 1541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours — per week. One semester hour credit.

HPR 1551 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in physical conditioning. The course includes weight training, aerobics, stretching exercises and general toning. Two hours laboratory. One semester hour credit. (Gymnastics limited to cheerleaders.)

HPR 1561 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in physical conditioning. The course includes weight training, aerobics, stretching exercises and general toning. Two hours laboratory. One semester hour credit. (Gymnastics limited to cheerleaders.)

HPR 1571 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in physical conditioning. The course includes aerobics, stretching exercises and general toning. Two hours laboratory. One semester hour credit.

HPR 1581 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in physical conditioning. The course includes aerobics, stretching exercises and general toning. Two hours laboratory. One semester hour credit.

HPR 2131 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.

- HPR 2141 — VARSITY SPORTS — Participation in football, basketball, baseball, softball, tennis, golf, soccer or cheerleading. One semester hour credit.
- HPR 2213 — FIRST AID — Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Three lectures. Three semester hours credit.
- HPR 2323 — RECREATIONAL LEADERSHIP — Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three semester hours credit. Three lectures. Three semester hours credit.
- HPR 2423 — FOOTBALL THEORY — A theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Three lectures. Three semester hours credit.
- HPR 2433 — BASKETBALL THEORY — A theoretical study of basketball from an offensive and defensive standpoint, including the study of teaching of the fundamentals and team organization. Three lectures. Three semester hours credit.
- HPR 2443 — ATHLETIC TRAINING & TREATMENT OF INJURIES — A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and prevention of injuries; conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports. Three lectures. Three semester hours credit.
- HPR 2453 — BASEBALL THEORY — A theoretical study of baseball from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. Three lectures. Three semester hours credit.
- HPR 2531 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in tennis. Two hours per week. One semester hour credit.
- HPR 2541 — INDIVIDUAL AND DUAL SPORTS — Lecture and practice in golf fundamentals, rules, and etiquette. Two hours per week. One semester hour credit.
- HPR 2551 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in physical conditioning. The course includes weight training, aerobics, stretching exercises and general toning. Two hours laboratory. One semester hour credit. (Gymnastics limited to cheerleaders.)
- HPR 2561 — FITNESS AND CONDITIONING TRAINING — This is a laboratory course in physical conditioning. The course includes weight training, aerobics, stretching exercises and general toning. Two hours laboratory. One semester hour credit. (Gymnastics limited to cheerleaders.)

HISTORY

- HIS 1163 — WORLD CIVILIZATION I — A survey of man's struggle for civilization from early times to the times of the Commercial Revolution and the New Society. Covers all major areas of the world with all receiving appropriate attention. Three lectures. Three semester hours credit.
- HIS 1173 — WORLD CIVILIZATION II — A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. Three lectures. Three semester hours credit.
- HIS 2213 — AMERICAN (U.S.) HISTORY I — A survey of U.S. history from the period of discovery and exploration through Reconstruction. Three lectures. Three semester hours credit.
- HIS 2223 — AMERICAN (U.S.) HISTORY II — A survey of U.S. history from Reconstruction to the present. Three lectures. Three semester hours credit.
- HIS 2243 — HONORS AMERICAN (U.S.) HISTORY I — Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required.
- HIS 2253 — HONORS AMERICAN (U.S.) HISTORY II — Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required.

HOME ECONOMICS

- HEC 1111 — SOCIAL USAGE — The essentials of good manners and accepted standards of social usage. One lecture. One semester academic hour credit.
- HEC 1253 — NUTRITION — This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three semester hours credit.

HUMANITIES

- HUM 1113 — HUMANITIES — Deals with the achievements of Western man as reflected in the art, architecture, and customs of selected European countries. This course consists of a tour which culminates in a supervised project to be completed by the student. With the completion of the tour and the project, a student shall earn three semester hours of credit in the humanities.

HUM 1911 — PHI THETA KAPPA HONORS COURSE — Selected topics from the Honors Study Topic Program Guide published each year through Phi Theta Kappa International Honor Society. This course includes research, lecture, and discussion. A short paper is required. One semester hour credit.

HUM 1921 — PHI THETA KAPPA HONORS COURSE — A continuation of HUM 1911. One semester hour credit.

HUM 2911 — HONORS COLLOQUIUM SCHOLARS BOWL I — Students selected to participate in Scholars Bowl may enroll in this class. One semester hour credit.

HUM 2921 — HONORS COLLOQUIUM SCHOLARS BOWL II — Students selected to participate in Scholars Bowl may enroll in this class. One semester hour credit.

JOURNALISM

JOU 1111 — COLLEGE PUBLICATIONS I — A laboratory course in college newspaper and yearbook production.

JOU 1121 — COLLEGE PUBLICATIONS II — A continuation of JOU 1111.

JOU 2111 — COLLEGE PUBLICATIONS III — A continuation of JOU 1121.

JOU 2121 — COLLEGE PUBLICATIONS IV — A continuation of JOU 2111.

MATHEMATICS

MAT 1103 — NURSING MATH — This course is designed to reinforce nursing skills for computation of drug dosage problems. This course will include the topics of fractions, decimals, percentages, metric conversions, and word problems. Three hours lecture. Three semester hours credit.

MAT 1111 — BASIC GRAPHING CALCULATOR — This course is designed for students who have little or no background in the use of a TI-82 or TI-82 graphing calculator. Topics covered include keyboard layout, modes, menus, algebraic computation, graphing functions, statistics regression analysis, and matrix operations. The class will meet for five weeks, 750 minutes. One semester hour credit.

MAT 1121 — ADVANCED GRAPHING CALCULATOR — This course is an extension of MAT 1111. Topics covered include advanced matrix operations, parametric graphing, advanced function graphing, Boolean algebra, and programming. The class will meet for five weeks, 750 minutes. One semester hour credit.

MAT 1203 — DEVELOPMENTAL ALGEBRA — Elementary Algebra. Three hours lecture. Three semester hours credit.

MAT 1233 — INTERMEDIATE ALGEBRA — (Prerequisite: One year high school algebra or MAT 1203) This course is designed for students whose qualifications are deficient for College Algebra. Materials covered include algebraic factoring, fractions, problem solving, roots and radicals, quadratics, graphs, simultaneous equations, and basic geometric concepts. Three lectures. Three semester hours credit.

MAT 1313 — COLLEGE ALGEBRA — A review of algebraic operations, systems of linear equations, and a study of logarithms, determinants, progressions, binomial theorem, partial fractions, and theory of equations. Three lectures. Three semester hours credit.

MAT 1323 — TRIGONOMETRY — The study of solutions of right and oblique triangles, identities, trigonometric equations, and polar and parametric equations. Three lectures. Three semester hours credit.

MAT 1333 — FINITE MATHEMATICS — Review of systems of linear equations and inequalities in two and three variables, linear programming, basic methodology of calculus with orientation toward business decision-making. Three lectures. Three semester hours credit.

MAT 1343 — ELEMENTARY FUNCTIONS — Selected topics from College Algebra and College Trigonometry. Three lectures. Three semester hours credit. Prerequisite: Two credits in algebra and 1 credit in advanced mathematics with minimum grade of B. By invitation only.

MAT 1613 — CALCULUS I — Coordinate systems, basic theorems of analytics, functions, limits, the derivative, the integral, differentiation and integration of algebraic functions, and applications. Three lectures. Three semester hours credit. (1823)

MAT 1623 — CALCULUS II — Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. Three lectures. Three semester hours credit. Prerequisite: MAT 1613.

MAT 1723 — THE REAL NUMBER SYSTEM — Structure and properties of number systems of arithmetic. Limited to students preparing to teach. Three lectures. Three semester hours credit. Prerequisite: College Algebra or sophomore standing.

MAT 1733 — GEOMETRY, MEASUREMENT, AND PROBABILITY — Basic ideas and structure of algebra, intuitive foundations of geometry, basic concepts of measurements, and probability. (For Elementary and Special Education majors) Three lectures. Three semester hours credit. Prerequisite: College Algebra.

MAT 2323 — BUSINESS STATISTICS — Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three semester hours credit.

MAT 2613 — CALCULUS III — Solid analytics vector, improper integrals, line integration. Three lectures. Three semester hours credit. Prerequisite: MAT 1623.

MAT 2623 — CALCULUS IV — Infinite series, partial differentiation, multiple integrals. Three lectures. Three semester hours credit. Prerequisite: MAT 2613.

MAT 2913 — DIFFERENTIAL EQUATIONS — Solution of first and higher order differential equations; existence theorems; solution by series; and application to problems in geometry, physics and chemistry. Three lectures. Three semester hours credit. Prerequisite: MAT 1623.

MODERN FOREIGN LANGUAGE

MFL 1213 — ELEMENTARY SPANISH I — Designed to develop language skills of speaking, reading and writing. Phonetic symbols are used to aid correct pronunciation. Three lectures. Three semester hours credit.

MFL 1223 — ELEMENTARY SPANISH II — A continuation of Spanish 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three semester hours credit.

MFL 2213 — INTERMEDIATE SPANISH I — A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversation tapes are used. Three lectures. Three semester hours credit.

MFL 2223 — INTERMEDIATE SPANISH II — A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students use of the language. Three lectures. Three semester hours credit.

MFL 2243 — SPANISH CONVERSATION I — Special emphasis is placed upon pronunciation and conversation. Some grammar is reviewed. (May be scheduled as Firefighter Emergency Spanish or Emergency Medical Spanish). Three lectures. Three semester hours credit.

MUSIC FOUNDATIONS

(Education, History, Literature and Theory)

MUS 1113 — MUSIC APPRECIATION — A listening and lecture course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three semester hours credit.

MUS 1123 — MUSIC SURVEY (Majors) — A listening course, designed to acquaint the music major with basic stylistic traits of the major eras of music history from the Middle Ages to the present. Three lectures. Three semester hours credit.

MUS 1133 — FUNDAMENTALS OF MUSIC — Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lectures. Three semester hours credit.

MUS 1214 — MUSIC THEORY I — Basic training in harmonic, melodic, and rhythmic elements of music. Four-part writing, ear-training, dictation, keyboard-harmony, and sight singing. Three lectures and two hours laboratory. Four semester hours credit.

MUS 1224 — MUSIC THEORY II — A continuation of MUS 1214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 1911, 1921, 2911, 2921 — RECITAL — Required performance of solo and ensemble literature by students majoring in music. Attendance at a maximum of five departmentally approved musical performances per semester is also required. One semester hour credit.

MUS 2214 — MUSIC THEORY III — A continuation of MUS 1224. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2224 — MUSIC THEORY IV — A continuation of MUS 2214. Three lectures and two hours laboratory. Four semester hours credit.

MUS 2513 — MUSIC FOR CHILDREN I — Music course designed for elementary education majors. A study of the fundamentals of music, singing activities, accompanying skills and the application of teaching music to children. Three lectures. Three semester hours credit.

MUSIC APPLIED

(Brass, Guitar, Organ, Percussion, Piano, Voice and Woodwinds)

All applied music requires one half-hour lesson per semester hour credit. All students interested in Applied Music are to consult the instructor before scheduling.

MUA 1141, 1151, 2141, 2151 — BRASS FOR NON-MAJORS (Elective Brass) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1172, 1182, 2172, 2182 — BRASS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1242, 1252, 2142, 2152 — GUITAR FOR MAJORS I, II, III, & IV — One hour lessons. Two semester hours credit.

MUA 1331, 1341, 2331, 2341 — ORGAN FOR NON MAJORS (Elective Organ) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1362, 1372, 2362, 2372 — ORGAN FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA, 1441, 1451, 2441, 2451 — PERCUSSION FOR NON-MAJORS (Elective Percussion) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1511, 1521, 2511, 2521 — CLASS PIANO I, II, III, & IV — One hour lesson. One semester hour credit.

MUA 1541, 1551, 2541, 2551 — PIANO FOR NON-MAJORS (Elective piano - Prerequisite: Previous piano study) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1572, 1582, 2572, 2582 — PIANO FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1711, 1721, 2711, 2721 — CLASS VOICE I, II, III, & IV — One-hour lesson. One semester hour credit.

MUA 1741, 1751, 2741, 2751 — VOICE FOR NON-MAJORS I, II, III, & IV — One-half hour lesson. One semester hour credit.

MUA 1772, 1782, 2772, 2782 — VOICE FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1841, 1851, 2841, 2851 — WOODWINDS FOR NON-MAJORS (Elective Woodwinds) I, II, III, & IV — Half-hour lesson. One semester hour credit.

MUA 1872, 1882, 2872, 2882 — WOODWINDS FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUA 1472, 1482, 2472, 2482 — PERCUSSION FOR MAJORS I, II, III, & IV — One hour lesson. Two semester hours credit.

MUSIC ORGANIZATIONS

(Marching Band, Centralettes, Concert Band, Jazz Band, Pit Orchestra, Chorus, Collegians)

MUO 1111, 1121, 2111, 2121 — BAND I, II, III, & IV — One semester hour credit.

MUO 1141, 1151, 2141, 2151 — COLLEGIANS I, II, III, & IV — One semester hour credit.

MUO 1171, 1181, 2171, 2181 — JAZZ BAND I, II, III, & IV — One semester hour credit.

MUO 1211, 1221, 2211, 2221 — CHOIR I, II, III, & IV — One semester hour credit.

MUO 1241, 1251, 2241, 2251 — ACCENTS I, II, III, & IV — One semester hour credit.

PHILOSOPHY AND BIBLE

PHI 1113 — OLD TESTAMENT SURVEY — This is a study of the Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy and poetry. Three hours lecture. Three semester hours credit.

PHI 1133 — NEW TESTAMENT SURVEY — This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in Gospels, Acts, and the other New Testament books. Three hours lecture. Three semester hours credit.

PHI 1153 — THE LIFE OF CHRIST — The aim of this course is to give the student a general knowledge of the most important events in the life of Christ in a chronological order as found in the Gospels. The Gospels will be studied as a unit endeavoring to get a composite picture of the life and earthly ministry of Jesus. Three hours lecture. Three semester hours credit.

PHI 2113 — INTRODUCTION TO PHILOSOPHY — An introduction to systematic and philosophical thinking and study of significant men and trends of philosophy both past and present. The emphasis is on learning how to think properly and how to come to grips with "proper" thinking of great philosophers.

PHYSICS

PHY 2244 — PHYSICAL SCIENCE SURVEY I — A survey of physics and astronomy. Three lectures and two hours laboratory. Four semester hours credit.

PHY 2254 — PHYSICAL SCIENCE SURVEY II — A survey of chemistry, geology, and meteorology. Three lectures and two hours laboratory. Four semester hours credit.

PHY 2414 — GENERAL PHYSICS — The fundamental concepts and laws of mechanics, heat and sound. Three lectures and three hours laboratory. Four semester hours credit. Corequisite: MAT 1323.

PHY 2424 — GENERAL PHYSICS — The fundamental concepts and laws of electricity, magnetism, light and modern physics. Three lectures and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2414.

PHY 2514 — GENERAL PHYSICS I-A — Taught with the aid of calculus. A study of mechanics, heat, and sound. Primarily for engineering, science, and mathematics students. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: MAT 1623, corequisite MAT 2613.

PHY 2524 — GENERAL PHYSICS II-A — Taught with the aid of calculus. The fundamental concepts and laws of electricity, magnetism, light and modern physics. Primarily for engineering. Three hours lecture and three hours laboratory. Four semester hours credit. Prerequisite: PHY 2514.

POLITICAL SCIENCE

PSC 1113 — AMERICAN NATIONAL GOVERNMENT — Survey of the organizations, political aspects of and basis for American Government. Three lectures. Three semester hours credit.

PSYCHOLOGY

PSY 1513 — GENERAL PSYCHOLOGY — An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development, principles of learning, sensation and perception, thinking, statistics, personality, and intelligence. Three lectures. Three semester hours credit.

SCIENCE AND TECHNOLOGY

ATE 1113 — SCIENCE AND TECHNOLOGY — A survey of modern technology applications with specific emphasis on problem solving, career opportunities, and computer literacy. One hour lecture. Four hours lab. Three semester hours credit.

SECRETARIAL SCIENCE

SEC 1113 — ELEMENTARY TYPEWRITING — Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. Three semester hours credit.

SEC 2533 — DOCUMENT FORMATTING AND PRODUCTION — (Prerequisites: BOT 1133 Microcomputer Applications and BOT 1113 Document Formatting and Production). This course focuses on production of complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two hours lecture. Two hours lab. Three semester hours credit.

SEC 2543 — WORD PROCESSING APPLICATIONS — (Prerequisites: BOT 1133 Microcomputer Applications and BOT 1113 Document Formatting and Production). This course focuses on production of complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two hours lecture. Two hours lab. Three semester hours credit.

SOCIOLOGY

SOC 2113 — INTRODUCTION TO SOCIOLOGY — Deals with human relationships. Students will receive a synopsis of the whole field of sociology including the social world, the social and cultural process within this world, and the integration of the processes in relation to the individual, the group, and the institution. Three lectures. Three semester hours credit.

SOC 2143 — MARRIAGE AND FAMILY — A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lectures. Three semester hours credit.

SPEECH AND THEATRE

SPT 1113 — ORAL COMMUNICATION (PRINCIPLES OF SPEECH) — Correct and effective English: correct pronunciation and enunciation, breath control, study and practice in making speeches for all occasions, and emphasis on organization of material and practice in speaking before the group. Three lectures. Three semester hours credit.

SPT 1213 — FUNDAMENTALS OF THEATRE — A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama and investigation of essential elements of play production. Three lectures. Three semester hours credit.

SPT 1233 — ACTING — An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Three semester hours credit.

SPT 1241 — Drama Production I — Participation in college drama productions.

SPT 1251 — Drama Production II — Participation in college drama.

SPT 2241 — Drama Production III — Participation in college drama.

SPT 2251 — Drama Production IV — Participation in college drama.

HEALTH RELATED

ASSOCIATE DEGREE NURSING PROGRAM

NUR 1118 — FUNDAMENTALS OF NURSING I — Foundation for all subsequent nursing courses. Introduction to nursing, the nursing process, patient assessment, and normal basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Areas of study include pharmacology, asepsis, assessment and problem-solving, nursing care plans, nursing diagnosis, and therapeutic communication. The student will acquire proficiency in basic nursing skills to care for patients in nursing homes and hospitals. Clinical facilities include college laboratory, hospitals, and nursing homes. Prerequisites: BIO 2514, BIO 2524, ENG 1113, MAT 1103. Six hours lecture, six hours laboratory. Eight semester hours credit.

NUR 1128 — NURSING SCIENCE II — In this course of nursing, the study of the nursing process will be used to assess, plan and implement nursing care to assist the patients in meeting their basic needs at all ages. Areas of study include patients in medical/surgical units following surgery as well as gastrointestinal problems, cardiac, respiratory, patients experiencing electrolyte and fluid imbalance, normal progression of labor-delivery, and care of the normal newborn. At this level the student will begin to accept increased responsibility for self learning. Hospitals, college laboratory and community agencies are used for clinical experience. Prerequisite: NUR 1118. Five hours lecture, nine hours laboratory. Eight semester hours credit.

NUR 1133 — CONCEPTS OF PSYCHIATRIC/MENTAL HEALTH NURSING — This course offers fundamental concepts for the provision of care for patients with unmet psychosocial needs. The psychopathology underlying altered behavioral responses to unmet needs will be explored as a basis for understanding the rationale for nursing approaches. Focus of study includes patients in postpartum depression, crisis and neuroses. Prerequisites: NUR 1118, ENG 1113, ENG 1123, BIO 2514, BIO 2524, EPY 2533, MAT 1103. Three hours clinical, two hours lecture. Three semester hours credit.

NUR 1213 — PHARMACOLOGY (NURSING ELECTIVE) — A nurse's perspective of pharmacology that contains drug action, interaction, the principles of drug administration, medications, and calculations. Also included are: systems of measurements with conversion, methods for calculations of all classes of drugs, and the systems by which they achieve results. Three lectures. Three semester hours credit.

NUR 2121 — NURSING SEMINAR — This seminar is designed to promote active participation in MSNA, the professional student nursing organization. The seminars will consist of monthly nurses meetings. Certain goals and objectives set by the SNA will be carried out by the group. There will be group discussions on what is happening in nursing today, etc. One semester hour credit for four semesters of participation.

NUR 2149 — NURSING SCIENCE III — Students increase skills in giving patient care to individuals with complex health problems by use of nursing process and become proficient in writing nursing care plans and nursing diagnoses. All types of patients will be included for this plan of study to build on knowledge from the previous year. The individual student will become more responsible for identifying and reporting on patient problems. Problems focused on this semester will be cancer, blood dyscrasia, musculo-skeletal, genitourinary, and nervous systems. The student will also care for high risk mothers and newborns and clients with gynecological problems while combining their care with knowledge gained about patients with altered or impaired mental states, and patients having surgery. The college laboratory, hospitals, and dialysis will be used for clinical experiences. The students will become more responsible for their learning experiences in this semester. Prerequisites: BIO 2514, BIO 2524, ENG 1113, ENG 1123, EPY 2533, NUR 1118, NUR 1128, NUR 1133, BIO 2924, SOC 2113, HEC 1253, and MAT 1103. (Prerequisites, or student may be currently enrolled.) Six hours lecture, nine hours laboratory. Nine semester hours credit.

NUR 2159 — NURSING IV — The area of study for this course includes using the nursing process for the advanced care of the more critically ill patient with more complex problems for all ages. The students will begin to prepare for the role of graduate as they increase their skill, knowledge, and responsibility for patient care. Emphasis will be placed on modern trends in nursing as well as legal responsibility of the individual nurse. The student will be required to assume more responsibility for the patients assigned and will see an increase in the number of patients to prepare for setting priorities for a group of patients as well as nursing management. Prerequisites: NUR 1128, NUR 1133, NUR 2149, SOC 2113, HEC 1253, (SPT 1113 Prerequisite or student may be currently enrolled.) Seven hours lecture, nine hours laboratory. Ten semester hours credit.

NUR 2941 — NCLEX REVIEW — (Nursing elective) A comprehensive, simulated review of the National Council Licensure Examination for Registered Nurses. The lab is intended to assist in the preparation of students for writing the State Board Exam. 0 hours lecture, three hours laboratory, one semester hour credit.

GERONTOLOGY TECHNOLOGY

GER 1113 — SOCIAL GERONTOLOGY — This course is a general introduction to the field of the aging process - its pleasures and problems. Three hours lecture. Three semester hours credit.

GER 1223 — HUMAN SERVICES FOR ELDERLY — This course provides the student with in-depth knowledge of the informal and formal community resource systems, issues of confidentiality, professional values and ethics, and case management principles. Three hours lecture. Three semester hours credit.

GER 1323 — SOCIAL WORK WITH ELDERLY — The history of social work with the elderly is reviewed in this course. Values and ethical dilemmas of concern to the aged are explored. Principles of casework and the stages of the general method of intervention with client needs are presented and applied. One hour lecture. Four hours lab. Three semester hours credit.

GER 2131 — SEMINAR I — This seminar is designed to acquaint the students with the information available from the Association for Gerontology in Higher Education. The seminar will meet weekly and will involve the goals and objectives set by AGHE, a review of related literature and the discussion of the trends in gerontology. One hour lecture. One semester hour credit.

GER 2141 — SEMINAR II — Continuation of Seminar I with emphasis on research assignments referencing AGHE publications. Two hours lab. One semester hour credit.

GER 2233 — PRACTICUM I — This practicum will permit gerontology students to apply learned concepts and to gain experience in a professional setting with actual client worker interaction. Practicum hours to be arranged. Three semester hours credit.

GER 2243 — PRACTICUM II — This practicum will permit gerontology students to apply learned concepts and to gain experience in the assessment of patient needs, developing treatment plans and interventions, and data collection and assessment. Practicum hours to be arranged. Three semester hours credit.

GER 2433 — SOCIAL POLICY AND AGING — This course provides the student with an understanding of the origins of public policy and the legislative process. Major topics covered include available housing alternatives, legal issues, and the financing issues of long-term care. Three hours lecture. Three semester hours credit. (Prerequisites: SOC 1113 and GER 1113)

GER 2536 — ACTIVITIES PROGRAMMING FOR THE ELDERLY I — This course provides the students with a practical and theoretical framework from which to develop and manage a comprehensive program of activities within a long-term care setting. The students will understand the purpose and implications of activities programming, develop skills in assessing patient needs, interest and capabilities and will be able to design appropriate and meaningful plans for activity therapy. Other course content will include the development of a working knowledge of documentation, record keeping, budgeting, and activities management. Four hours lecture. Two hours lab. Five semester hours credit.

GER 2546 — ACTIVITIES PROGRAMMING FOR THE ELDERLY II — This course provides the students with a practical and theoretical framework from which to develop and manage a comprehensive program of activities within a long-term care setting. The students will understand the purpose and implications of activities programming, develop skills in assessing patient needs, interest and capabilities and will be able to design appropriate and meaningful plans for activity therapy. Other course content will include the development of a working knowledge of documentation, record keeping, budgeting, and activities management. Four hours lecture. Two hours lab. Four semester hours credit.

GER 2643 — AGING AND MENTAL HEALTH — This course provides an overview of mental health practice with the elderly. The characteristics of the aging process will be studied. The theories as well as the levels and goals of needed intervention will be presented in relationship to functional and organic brain disorders. This course concludes with units exploring death, dying, bereavement, and suicide within the elderly population. Three hours lecture. Three semester hours credit. (Prerequisite: PSY 1513)

GER 2743 — AGING AND PHYSICAL HEALTH — This course provides the student with an understanding of the interactive effects of biological and psychosocial aging as they occur in the elderly. Also included is basic instruction in the major body systems, the common disease processes associated with aging and their social and emotional ramifications. General decline in functioning, as well as prevention and wellness issues are addressed. Three hours lecture. Three semester hours credit. (Prerequisites: BIO 2514 and BIO 2524)

PRACTICAL NURSING

PNV 1113 — BASIC NUTRITION — This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. Three hours lecture. Three semester hours credit.

PNV 1213 — BODY STRUCTURE AND FUNCTION — This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Two hours lecture. Two hours lab. Three semester hours credit.

PNV 1312 — GROWTH AND DEVELOPMENT — This course is a study of the normal developmental processes of humans from infancy to adulthood, including physical, emotional, social, and intellectual aspects. Two hours lecture. Two semester hours credit.

PNV 1412 — GERIATRIC NURSING — This course uses the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. One hour lecture. Three hours clinical. Two semester hours credit. Prerequisites: Completion of Fundamentals of Nursing (PTV 1425) and Fundamentals of Nursing Lab (PTV

PNV 1425 — FUNDAMENTALS OF NURSING — This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions and resource agencies available. The course also includes personal health care, basic math, medical terms, medical and apothecary system. Included is preparation to assist the patient in meeting basic living needs. Prerequisite: This course requires concurrent registration in PNV 1434. It also requires a passing grade in PNV 1425 and PNV 1434 to receive credit for these courses. Five hours lecture. Five semester hours credit.

PNV 1434 — FUNDAMENTALS OF NURSING LAB — This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. Eight hours lab. Four semester hours credit. Prerequisites: Concurrent registration in PNV 1425 is required. It also requires a passing grade in PNV 1425 and PNV 1434 in order to receive credit for these courses.

PNV 1513 — PHARMACOLOGY — This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurements, regulatory requirements and basic principles of drug administration. Two hours lecture. Two hours lab. Three semester hours credit.

PNV 1615 — MEDICAL/SURGICAL NURSING I — This course introduces nursing theory for selected medical-surgical disorders. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Five hours lecture. Five semester hours credit. Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Geriatric Nursing (PNV 1412), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1624 is required. It also requires a passing grade in PNV 1615 and PNV 1624 in order to receive credit for these courses.

PNV 1624 — MEDICAL/SURGICAL NURSING LAB AND CLINICAL I — This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. Nine hours clinical. Two hours lab. Four semester hours credit. Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Geriatric Nursing (PNV 1412), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1615 is required. It also requires a passing grade in PNV 1615 and PNV 1624 in order to receive credit for these courses.

PNV 1633 — MEDICAL/SURGICAL NURSING II — In this course, the student utilizes the nursing process to assist in meeting daily needs of patients with selected medical-surgical problems. The course introduces nursing theory for selected medical-surgical disorders and nursing skills are introduced. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Three hours lecture. Three semester hours credit. Prerequisites: Concurrent registration in PNV 1644 is required. It also requires a passing grade in PNV 1633 and PNV 1644 in order to receive credit for these courses.

PNV 1644 — MEDICAL/SURGICAL LAB AND CLINICAL II — This course includes supervised clinical experience for application of medical/surgical theory. Develop skill in the nursing process by applying principles and knowledge gained in preceding courses. Nine hours clinical. Two hours lab. Four semester hours credit. Prerequisites: All first semester PNV courses. Concurrent registration in PNV 1633 is required. It also requires a passing grade in PNV 1633 and PNV 1644 in order to receive credit for these courses.

PNV 1717 — MATERNAL-CHILD NURSING — This course uses the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child and the family unit during normal and complicated conditions. Clinical experiences include perinatal labor and delivery, postpartum, newborn, and pediatrics. Nine hours clinical. Four hours lecture. Seven semester hours credit. Prerequisites: All first semester PNV courses.

PNV 1813 — PSYCHIATRIC CONCEPTS — This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. Two hour lecture. Three hours clinical. Three semester hours credit. Prerequisites: First semester PNV courses.

PNV 1912 — NURSING TRANSITION — This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. One hour lecture. Three hours clinical. Two semester hours credit. Prerequisites: All first semester PNV courses.

MEDICAL OFFICE TECHNOLOGY CONCENTRATION

BUSINESS AND OFFICE CLUSTER

See the Business Technology course descriptions in reference to the above field.

SURGICAL TECHNOLOGY

SUT 1113 — FUNDAMENTALS OF SURGICAL TECHNOLOGY — Basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, pharmacology, anesthesia, and interpersonal relationships. Three hours lecture. Three semester hours credit.

SUT 1216 — PRINCIPLES OF SURGICAL TECHNIQUE — A comprehensive study of aseptic technique, safe patient care, and surgical techniques. Two hours lecture. Eight hours lab. Six semester hours credit.

SUT 1314 — SURGICAL ANATOMY — Emphasis is placed on structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Three hours lecture. Two hours lab. Four semester hours credit.

SUT 1413 — SURGICAL MICROBIOLOGY — Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. Three hours lecture. Three semester hours credit.

SUT 1518 — BASIC AND RELATED SURGICAL PROCEDURES — This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general, gynecology, obstetrics, and urology. Four hours lecture. Twelve hours clinical. Eight semester hours credit. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413).

SUT 1528 — SPECIALIZED SURGICAL PROCEDURES — This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; ophthalmology; and plastics. Clinical experience in area hospital surgical suite and related departments. Four hours lecture. Twelve hours clinical. Eight semester hours credit. Prerequisites: Introduction to Surgical Technology (SUT 1113), Principles of Surgical Technique (SUT 1216), Surgical Anatomy (SUT 1314), and Surgical Microbiology (SUT 1413).

SUT 1538 — ADVANCED SURGICAL PROCEDURES — Instruction in regional anatomy, pathology, instrumentation, employability skills, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, and cardiovascular surgery. Clinical experience in area hospital surgical suites. Comprehensive final examination. Four hours lecture. Twelve hours clinical. Eight semester hours credit. Prerequisites: Basic and Related Surgical Procedures (SUT 1518)

TECHNICAL

COLLISION REPAIR TECHNOLOGY

ABT 1113 — RESTRAINT SYSTEMS AND INTERIOR TRIM — A course to provide skills and practices in vehicle restraint systems and interior trim. Included are procedures for servicing restraint systems (passive or active), headliners and carpets, and procedures for operation of an air bag restraint system. One hour lecture, four hours lab. Three semester hours credit.

- ABT 1123 — BOLTED UNITS, ASSEMBLIES, AND ELECTRICAL SYSTEMS — A course which provides instruction and practice in the removal and replacement of bolted parts, sub-units, and assemblies. Methods of disassembly and reassembly, part adjustment, alignment, and electrical system service and repair are included in this course. One hour lecture, four hours lab. Three semester hours credit.
- ABT 1133 — GLASS AND RELATED HARDWARE INSTALLATION AND SEALING — A course in the removal and replacement of stationary and movable glass. Included are the alignment of movable glass and the repair and alignment of glass mounting hardware. Also included are the sealing and adjustments needed to eliminate water leaks and wind noise. One hour lecture, four hours lab. Three semester hours credit.
- ABT 1213 — AUTOMOTIVE BODY WELDING AND CUTTING — A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and Plasma Arc Cutting (PAC) in repairing the high strength steels used in unibody construction. One hour lecture, four hours lab. Three semester hours credit.
- ABT 1313 — REFINISHING I — A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, masking and basic spraying. Instruction includes determining imperfections in paint films, personal and environmental safety practices. One hour lecture, four hours lab. Three semester hours credit.
- ABT 1324 — REFINISHING II — A continuation of Refinishing I. Included are types of refinish materials and their specific application procedures. Also included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat/clearcoat applications. One hour lecture, six hours lab. Four semester hours credit.
- ABT 1414 — SHEET METAL REPAIR — A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. One hour lecture, six hours lab. Four semester hours credit.
- ABT 1423 — BODY PANEL AND UPPER STRUCTURAL REPAIR I — A course in the repair and replacement of major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment and attachment (welded and bonded). One hour lecture, four hours lab. Three semester hours credit.

- ABT 2333 — REFINISHING III — A continuation of Refinishing II with emphasis on advanced techniques; including HVLP spray systems plastic parts refinishing, color analysis, tinting and matching difficult colors, pinstriping, decals, lettering color sanding, buffing, polishing and detailing. One hour lecture, four hours lab. Three semester hours credit.
- ABT 2434 — BODY PANEL AND UPPER STRUCTURAL REPAIR II — A continuation of Body Panel and Upper Structural Repair I. Emphasis will continue to be placed on major panel replacement. Instruction will include rolled-over vehicle repair, structural alignment, roof panel replacement, and the replacement or sectioning of upper structural members. One hour lecture, six hours lab. Four semester hours credit.
- ABT 2513 — FRAME AND UNDERBODY STRUCTURAL REPAIR I — An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, and steering damage, and setting up alignment equipment. One hour lecture, four hours lab. Three semester hours credit.
- ABT 2524 — FRAME AND UNDERBODY STRUCTURAL REPAIR II — This course continues instruction from Frame and Underbody Structural Repair I. Emphasis is placed on unibody vehicle construction. Included are welding in unibody repair and repairing/replacing/sectioning structural components. One hour lecture, six hours lab. Four semester hours credit.
- ABT 2613 — FIBERGLASS AND PLASTIC REPAIR — A course designed to provide theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. One hour lecture, four hours lab. Three semester hours credit.
- ABT 2713 — COLLISION ANALYSIS AND ESTIMATION — This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two hours lecture, two hours lab. Three semester hours credit.

TECHNICAL ELECTIVES:

- ABT 2813 — SHOP OPERATIONS AND PROCEDURES — An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and records systems. Also included are financial responsibilities, shop layout, inventory, and employee - employer relations. One hour lecture, four hours lab. Three semester hours credit.

ABT 291(1-3) — SPECIAL PROBLEM IN COLLISION REPAIR TECHNOLOGY — A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project (2-6 hour lab 1-3 semester hours credit) Prerequisite: Sophomore standing in Collision Repair Technology

ABT 292(1-6) — WORK-BASED LEARNING IN COLLISION REPAIR TECHNOLOGY — This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours (3-18 hour extern ship: 1-6 semester hours credit) Prerequisite: Sophomore standing in Collision Repair Technology.

AUTOMOTIVE TECHNOLOGY

ATT 1114 — ELECTRICAL SYSTEM — This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 1213 — BRAKES — This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking system problems and the repair of brake systems. Two hours lecture. Two hours lab. Three semester hours credit.

ATT 1315 — MANUAL DRIVE TRAIN/TRANSAXLE — This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. It includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 1513 — BASIC FUEL SYSTEMS — This is a course designed to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems and emission control. It includes instruction in the diagnosis and repair/adjustment of carburetors and conventional emission control systems. Two hours lecture. Two hours lab. Three semester hours credit.

ATT 1414 — BASIC ENGINE PERFORMANCE — This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two hours lecture. Two hours lab. Four semester hours credit.

ATT 1715 — ENGINE REPAIR — This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automobile type engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts and oil pumps. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 2325 — AUTOMATIC TRANSMISSIONS/TRANSAXLES — This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of automotive type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Three hours lecture. Four hours lab. Five semester hours credit.

ATT 2334 — STEERING AND SUSPENSION SYSTEMS — This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering system components. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2343 — WHEEL ALIGNMENT — This is a course designed to provide technical skills and knowledge related to the alignment of both front and rear wheels on automobiles. It includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. One hour lecture. Four hours lab. Three semester hours credit.

ATT 2524 — COMPUTER CONTROLLED EMISSIONS SYSTEMS — This course provides technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors. Includes instruction and practice in the diagnosis and correction of problems associated with electronic ignition systems, pollution control systems and other features found on newer model fuel systems. Two hours lecture. Four hours lab. Four semester hours credit.

ATT 2535 — COMPUTERIZED ENGINE CONTROLS — This is a course designed to provide technical skills and knowledge associated with computer controls found on newer cars. It includes instruction and practice in the diagnosis and correction of problems associated with computer controls of the ignition and fuel injection system. Two hours lecture. Six hours lab. Five semester hours credit.

ATT 2614 — HEATING AND AIR CONDITIONING — This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture. Four hours lab. Four semester hours credit.

BUSINESS AND OFFICE TECHNOLOGY

BOV 1013 — KEYBOARDING — Introduction to the computer alphabetic and numeric keyboard with emphasis on developing correct keyboarding techniques. Three hours lecture. Three semester hours credit.

BOT 1102 — KEYBOARD SPEED BUILDING — (Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm). This course develops speed and accuracy on the keyboard. Exit requirement: keyboard timed, straight copy material at a minimum of 45 gwpm with a maximum of 1 error per minute. One hour lecture. Two hours lab. Two semester hours credit.

BOT 1113 — DOCUMENT FORMATTING AND PRODUCTION — (Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm). This course emphasizes formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1143 — WORD PROCESSING APPLICATIONS — (Prerequisites: BOT 1133 Microcomputer Applications and BOT 1113 Document Formatting and Production). This course focuses on production of complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1133 — MICROCOMPUTER APPLICATIONS — (Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm.) This course will introduce an operating system, word processing, spreadsheet, and database management software applications. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1213 — PROFESSIONAL DEVELOPMENT — This course develops an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional image, work ethics, time and stress management, and human relations skills. Three hours lecture. Three semester hours credit.

BOT 1313 — APPLIED BUSINESS MATH — This course is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. Three hours lecture. Three semester hours credit.

BOT 1413 — RECORDS MANAGEMENT — This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall: paper, image, and digital and the treatment of these categories in proper management, storage, and retrieval. Decision-making, judgment, and other management skills will be applied to case studies. Basic application of filing classification skills will also be taught. Three hours lecture. Three semester hours credit.

BOT 1423 — MECHANICS OF COMMUNICATION — This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three hours lecture. Three semester hours credit.

BOT 1433 — BUSINESS ACCOUNTING — This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture. Three semester hours credit.

BOT 1513 — MACHINE TRANSCRIPTION — (Prerequisites: BOT 1113, Document Formatting and Production and BOT 1713 Mechanics of Communication). This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1613 — MEDICAL OFFICE TERMINOLOGY I — This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. Three hours lecture. Three semester hours credit.

BOT 1623 — MEDICAL OFFICE TERMINOLOGY II — This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Medical Office Technology. Two hours lecture. Two hours lab. Three semester hours credit.

BOT 1813 — ELECTRONIC SPREADSHEET — (Prerequisites: BOT 1313 Applied Business Math and BOT 1133 Microcomputer Applications). This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. Two hours lecture. Two hours lab. Three semester hours credit.

- BOT 2133 — DESKTOP PUBLISHING** — (Prerequisite: BOT 1123 Word Processing Applications). This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2142 — OPERATING SYSTEMS** — (Prerequisite: BOT 1133, Microcomputer Applications). This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. One hour lecture. Two hours lab. Two semester hours credit.
- BOT 2323 — DATABASE MANAGEMENT** — (Prerequisite: BOT 1133 Microcomputer Applications). This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2413 — COMPUTERIZED ACCOUNTING** — (Prerequisite: BOT 1433 Business Accounting). This course applies basic accounting principles using a computerized accounting system. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2423 — INCOME TAX ACCOUNTING** — (Prerequisite: BOT 1433 Business Accounting). This course is designed to be an introductory tax accounting class with insight in federal income tax laws and preparation of reports. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2433 — PAYROLL ACCOUNTING** — (Prerequisite: BOT 2413 Computerized Accounting). This course provides an in-depth study of payroll accounting. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2443 — ADVANCED BUSINESS ACCOUNTING** — (Prerequisite: BOT 1433 Business Accounting). This course is designed as a continuation of Business Accounting. Three hours lecture. Three semester hours credit.
- BOT 2473 — COST ACCOUNTING** — (Prerequisite: BOT 1433 Business Accounting). This course provides an indepth study of cost accounting for manufacturing business. Two hours lecture. Two hours lab. Three semester hours credit.

- BOT 2523 — MEDICAL MACHINE TRANSCRIPTION I** — (Prerequisites: BOT 1113 Document Formatting and Production, BOT 1613 Medical Office Terminology I, and BOT 1713 Mechanics of Communications). This course is designed to teach transcription of various medical documents. One hour lecture. Four hours lab. Three semester hours credit.
- BOT 2533 — MEDICAL MACHINE TRANSCRIPTION II** — (Prerequisite: BOT 2523 Medical Machine Transcription I). This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. One hour lecture. Four hours lab. Three semester hours credit.
- BOT 2713 — ADVANCED MICROCOMPUTER APPLICATIONS** — (Prerequisite: BOT 1133 Microcomputer Applications). This course develops the ability to use an operating system to integrate activities using applications software which includes word processing, database, spreadsheet, graphics, and telecommunications. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2723 — ADMINISTRATIVE OFFICE PROCEDURES** — (Prerequisites: Ability to key straight copy material at a minimum of 40 gwpm and BOT 1133 Microcomputer Applications). This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2743 — MEDICAL OFFICE CONCEPTS** — (Prerequisites: BOT 1613 Medical Office Terminology I and/or BOT 1623 Medical Office Terminology II, and BOT 1113 Document Formatting and Production). This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2753 — MEDICAL INFORMATION MANAGEMENT** — (Prerequisite: BOT 2743 Medical Office Concepts). This course will continue coverage of medical office issues with emphasis on health insurance filing and medical office software. Two hours lecture. Two hours lab. Three semester hours credit.
- BOT 2813 — BUSINESS COMMUNICATION** — (Prerequisite: BOT 1713 Mechanics of Communication and ability to key straight copy material at a minimum of 40 gwpm). This course develops communication skills with emphasis on principles of writing business correspondence and reports and analyzing and summarizing information in a logically written presentation. Three hours lecture. Three semester hours credit.

CHILD DEVELOPMENT TECHNOLOGY

- CDT 1114 — CHILD CARE PROFESSION — This course provides activities in the types of child care, and observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. Three hours lecture. Two hours lab. Four semester hours credit.
- CDT 1214 — INFANT AND TODDLER DEVELOPMENT — This course provides for acquisition of knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care giving in group care through classroom laboratory or collaborative centers. Three hours lecture. Two hours lab. Four semester hours credit.
- CDT 1224 — CHILD GROWTH AND DEVELOPMENT — The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. Three hours lecture. Two hours lab. Four semester hours credit. Prerequisite: Infant & Toddler Development (CDT 1214).
- CDT 1313 — ART FOR PRESCHOOL CHILDREN — Planning and developing art experiences beneficial to the preschool child. Lab activities with the children implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.
- CDT 1323 — MUSIC/MOVEMENT FOR PRESCHOOL CHILDREN — Development of the preschool child in the areas of listening, singing, and movement. Planning musical movement experiences for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.
- CDT 1333 — LANGUAGE ARTS FOR PRESCHOOL CHILDREN — Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit. 3 hr. lecture).
- CDT 1514 — CHILD NUTRITION AND HEALTH CARE — Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. Four hours lecture. Four semester hours credit.
- CDT 2233 — GUIDING SOCIAL AND EMOTIONAL BEHAVIOR — Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.
- CDT 2413 — ATYPICAL CHILD DEVELOPMENT — This course provides information concerning growth and development, intervention strategies, and working with families having an atypical child. Two hours lecture. Two hours lab. Three semester hours credit. Prerequisite: Infant and Toddler Development (CDT 1214), Child Growth and Development (CDT 1224).
- CDT 2613 — METHODS AND MATERIALS — Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.
- CDT 2713 — SOCIAL STUDIES, MATH, AND SCIENCE FOR PRESCHOOL CHILDREN — Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. Three hours lecture. Three semester hours credit.
- CDT 2813 — ADMINISTRATION OF PRESCHOOL PROGRAMS — Concepts in the administration of quality preschool programs. Three hours lecture. Three semester hours credit.
- CDT 2915 — TECHNICAL PRACTICUM — (Prerequisites: Art for Preschool Children (CDT 1313), Child Nutrition and Health Care (CDT 1514), Language Arts for Preschool Children (CDT 1323) and Music/Movement for Preschool Children (CDT 1413), Methods and Materials (CDT 2613) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 years). Completion of the objectives provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the child care settings used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. Ten hours lab. Five semester hours credit.
- CDT 2925 — TECHNICAL PRACTICUM II — Prerequisite: Technical Practicum I (CDT 2915) This course allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth - 5 year). Completion of the objectives provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the two practicum courses. Ten hours lab. Five semester hours credit. *Prerequisites: Art for Preschool Children, Music/Movement for Preschool Children — *Corequisites: Language Arts for PreSchool Children.

COMPUTER TECHNOLOGY

- CPT 1113 — FUNDAMENTALS OF MICROCOMPUTER APPLICATIONS — This course will introduce information processing concepts to include word processing, spreadsheet, and database management software. Service course; not to be taken by Business and Office and Related Technology students. Two lecture, two hours laboratory, three semester credit hours.
- CPT 1124 — COMPUTER CONCEPTS — This course is an introduction to the history, terminology, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. Three lecture, two hours laboratory, four semester credit hours.
- CPT 1214 — BASIC PROGRAMMING LANGUAGE — Introduction to the BASIC programming language to include sort, controlled loops, multi-dimensional arrays, and modular programming. Two lecture, four hours laboratory, four semester credit hours.
- CPT 1224 — RPG PROGRAMMING LANGUAGE — (Prerequisite: Computer Concepts). This course is designed to introduce the student to the RPG language and to use the computer in business applications. Two lecture, four hours laboratory, four semester credit hours.
- CPT 1234 — COBOL PROGRAMMING LANGUAGE — (Prerequisite: Computer Concepts). This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing and table processing techniques. Two lecture, four hours laboratory, four semester credit hours.
- CPT 1324 — SURVEY OF MICROCOMPUTER APPLICATIONS — This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Two lecture, four hours laboratory, four semester credit hours.
- CPT 1332 — OPERATING PLATFORMS — (Prerequisite: Survey of Microcomputer Applications). This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. One lecture, two hours laboratory, two semester credit hours.
- CPT 1343 — SYSTEM ADMINISTRATION AND CONTROL — (Prerequisite: Computer Concepts). A study of the system administration of a mid-range computer including control language, utilities, and control commands. Two lecture, two hours laboratory, three semester credit hours.

- CPT 2153 — NETWORK MANAGEMENT — (Prerequisite: Survey of Microcomputer Applications). This course focuses on the management of a computer network lab including installation of network software and administration of a network. Two lecture, two hours laboratory, three semester credit hours.
- CPT 2264 — ADVANCED RPG PROGRAMMING LANGUAGE — (Prerequisite: RPG Programming Language). This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two lecture, four hours laboratory, four semester credit hours.
- CPT 2274 — ADVANCED COBOL PROGRAMMING LANGUAGE — (Prerequisite: COBOL Programming Language). This course is a continuation in the study of COBOL. Emphasis is placed on advance table processing, file maintenance, and interactive programming. Two lecture, four hours laboratory, four semester credit hours.
- CPT 2284 — C PROGRAMMING LANGUAGE — Prerequisite: Successful completion of any CPT programming language course). This course is designed to introduce the student to the C programming language and its basic functions. Two lecture, four hours laboratory, four semester credit hours.
- CPT 2354 — SYSTEMS ANALYSIS AND DESIGN — (Prerequisite: Advance RPG Programming). This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two lecture, four hours laboratory, four semester credit hours.
- CPT 291(1-6) — COMPUTER NETWORK SUPPORT TECHNOLOGY (LAN)
- CNT 1413 — FUNDAMENTALS OF DATA COMMUNICATIONS This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture, two hours laboratory, three semester hours credit.
- CNT 1513 — INTERNET CONCEPTS — This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, gophers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and send e-mail messages. Two hours lecture, two hours laboratory, three semester hours credit.
- CNT 1523 — NETWORK COMPONENTS — This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Two hours lecture, two hours laboratory, three semester credit hours.

CNT 1614 — NETWORK ADMINISTRATION USING NOVELL — This course focuses on the management of a computer network using the Novell network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two hours lecture, four hours laboratory, four semester credit hours.

CNT 2423 — SYSTEM MAINTENANCE — This course covers the diagnosis, troubleshooting and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture, two hours laboratory, three semester credit hours.

CNT 2532 — NETWORK PLANNING AND DESIGN — This course involves applying concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting analysis, and designing a solution. One hour lecture, two hours laboratory, two semester credit hours.

CNT 2544 — PROJECT MANAGEMENT — This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two hours lecture, four hours laboratory, four semester credit hours.

CNT 2634 — ADVANCED NETWORK ADMINISTRATION USING NOVELL — This course is a continuation of Network Administration Using Novell. Emphasis is placed on installation, configuration, and implementation of a Novell Network. Two hours lecture, four hours laboratory, four semester credit hours.

WORK-BASED LEARNING IN COMPUTER INFORMATION SYSTEMS TECHNOLOGY — Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. One semester credit hour.

DRAFTING AND DESIGN TECHNOLOGY

DDT 1114 — FUNDAMENTALS OF DRAFTING — This course is designed to give the drafting major the background needed for all other drafting courses. Emphasis is placed upon maintaining correct techniques while developing speed. Two hours lecture, four hours laboratory. Four semester hours credit.

DDT 1133 — MACHINE DRAFTING I — (Prerequisite: Fundamentals of Drafting.) This course emphasizes methods, techniques and procedure in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment rotation, working order preparation, routing and other drafting room procedures. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 1153 — DESCRIPTIVE GEOMETRY — (Prerequisite: Fundamentals of Drafting). This course includes theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 1213 — CONSTRUCTION MATERIALS — A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structures, with a brief description of their manufacture. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 1313 — PRINCIPLES OF CAD — This course will use the CAD system to design and draw various problems in the architectural, mechanical and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 1323 — INTERMEDIATE CAD — (Prerequisite: Principles of CAD). This course is designed as a continuation of Principles of CAD. Subject areas will include dimensions, sectional views, and symbols. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 1413 — ELEMENTARY SURVEYING — A basic course in surveying dealing with the principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 1613 — ARCHITECTURAL DESIGN I — (Prerequisite: Fundamentals of Drafting). This course includes principles and practices of modern design, requiring working drawings and solutions, typical construction details and specifications for residential construction. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2163 — MACHINE DRAFTING II — (Prerequisite: Machine Drafting I). A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in the use of tolerancing and dimensioning techniques. Two hours lecture, two hours laboratory. Four semester hours credit.

DDT 2233 — STRUCTURAL DRAFTING — (Prerequisite: Fundamentals of Drafting). This course will introduce the drafting major to structural sections, terms and conventional abbreviations, and symbols used by structural fabricators and erectors. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses and bracing. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2343 — ADVANCED CAD — (Prerequisite: Intermediate CAD)

This is an advanced course in the use of CAD software with emphasis on producing drawings. Emphasis is placed on attributes, slide shows, the user coordinate system, 3-D faces, and solid modeling. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2423 — MAPPING AND TOPOGRAPHY LAB — (Prerequisite: Elementary Surveying and Intermediate CAD)

This laboratory setting will allow the drafting major to apply selected drafting techniques to the problem of making maps, traverses, plot plans, plan and profile drawings using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two hours lecture, two hours laboratory. Three semester hours credit.

DDT 2443 — ADVANCED SURVEYING — This course provides the student with practical applications in land surveying, methods of boundary locations, and land descriptions in accordance with original surveys and resurveys.

One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2623 — ARCHITECTURAL DESIGN II — (Prerequisite: Architectural Design I)

This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2713 — FUNDAMENTALS OF MULTIMEDIA — This course is a general overview of current issues in multimedia. It is a study of how multimedia can assist in the work environment; provides a basis for further study in multimedia design and production.

One hour lecture, four hours laboratory. Three semester hours credit.

DDT 2911-2913 — SPECIAL PROJECT (DRAFTING) — (Prerequisite: Minimum of 12 semester hours in drafting related courses and consent of instructor)

This course is designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two - six hours laboratory. One to three semester hours credit.

TDD 1313 — GRAPHIC COMMUNICATION — This course is a study of the fundamentals of the graphic language used by engineers.

Through theory and application students will develop the visualization and drawing skills necessary for later courses in engineering and once employed. The course includes the use and care of instruments, geometrical constructions, lettering, pictorials, multi views, sections and orthographic projections involving the geometry of points, lines and planes as applied to working drawing related to specialized engineering fields. One hour lecture, four hours laboratory. Three semester hours credit.

ELECTRICAL TECHNOLOGY

ELT 1102 — FUNDAMENTALS OF ELECTRICITY — This is a basic course designed to provide fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. One hour lecture. Two hours lab. Two semester hours credit.

ELT 1113 — RESIDENTIAL/LIGHT COMMERCIAL WIRING — (Prerequisite: Fundamentals of Electricity, ELT 1102 or equivalent). A course to provide advanced skills related to the wiring of multi-family and small commercial buildings. Includes instruction and practice in service entrance installation, specialized circuits, and use of commercial raceways. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1123 — COMMERCIAL AND INDUSTRIAL WIRING — (Prerequisite: Fundamentals of Electricity, ELT 1102 or equivalent). A course to provide instruction and practice in the installation of commercial electrical service including the types and uses of conduits and other raceways. NEC code requirements, and three phase distribution networks. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1213 — ELECTRICAL POWER — (Pre/corequisite: Fundamentals of Electricity, ELT 1102 or equivalent). A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers and alternators. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1223 — MOTOR MAINTENANCE AND TROUBLESHOOTING — A course to familiarize the students with the principles and practice of electrical motor repair. Includes instruction and practice in the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1263 — BLUEPRINT READING/PLANNING THE RESIDENTIAL INSTALLATION — This course provides knowledge of architectural symbols and electric symbols needed to read blueprints. All elevations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with receptacles, switches, and lighting outlets as required by NEC. Circuit layouts for all switching will be demonstrated. All branch circuits will be plotted on the blueprint. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1273 — SWITCHING CIRCUITS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL APPLICATION — This course is designed to introduce the student to the various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. This course also includes the installation and operation of low voltage, remote control switching. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 1413 — MOTOR CONTROL SYSTEMS — (Prerequisite: Fundamentals of Electricity, ELT 1102 or equivalent). A course in the installation of the different motor control circuits and devices. Emphasis is placed on developing student's ability to diagram, wire and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours lab. Three semester hours credit.

ELT 2424 — SOLID STATE MOTOR CONTROL — (Prerequisite: Motor Control Systems, ELT 1413). A course to introduce the students to the principles of solid state motor control. Includes instruction and practice in the design and installation of different solid state devices for motor control. Two hours lecture. Four hours lab. Four semester hours credit.

ELT 2614 — PROGRAMMABLE LOGIC CONTROLLERS — (Prerequisite: Motor Control Systems, ELT 1413). A course to provide instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. Includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Three hours lecture. Two hours lab. Four semester hours credit.

ELECTRONICS TECHNOLOGY

EET 1102 — FUNDAMENTALS OF ELECTRONICS — This course is designed to provide fundamental skills associated with all electronics courses. This course includes safety, bread boarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. One hour lecture. Two hours lab. Two semester hours credit.

EET 1114 — DC CIRCUITS — (Prerequisite: Fundamentals of Electronics, EET 1102). This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws, and formulae and the use of test equipment to analyze DC circuits. Two hours lecture. Four hours lab. Four semester hours credit.

EET 1123 — AC CIRCUITS — (Prerequisite: DC Circuits, EET 1114). This course is designed to provide the students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three semester hours credit.

EET 1214 — DIGITAL ELECTRONICS — A course designed to introduce the student to number systems, basic gates and truth tables, logic circuits, latches and flip-flops, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture. Two hours lab. Four semester hours credit.

EET 1314 — SOLID STATE DEVICES AND CIRCUITS — (Prerequisite: DC Circuits, EET 1114). A course designed to provide familiarization with state of the art active devices and their applications in the control and manipulation of electricity to make it work for man's benefit. This includes the study of P-N junction and P-N junction devices. Uni Polar, Bipolar and Hybrid, their circuit applications and troubleshooting with emphasis on low frequency. Two hours lecture. Four hours lab. Four semester hours credit.

EET 1324 — MICROPROCESSORS — (Prerequisite: Digital Electronics (EET 1214). A course designed to provide student with skills and knowledge of microprocessor architecture, data and control functions, operational codes, instruction sets, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. Two hours lecture. Four hours lab. Four semester hours credit.

EET 1713 — ELECTRONIC DRAFTING — A course designed to provide instruction on the preparation and interpretation of schematic and other electronic drawings. Includes expanded symbology. One hour lecture. Four hours lab. Three semester hours credit.

EET 2334 — LINEAR INTEGRATED CIRCUITS — (Prerequisite: Solid State Devices and Circuits (EET 1314). A course designed to provide students with knowledge and application skills of linear integrated devices. Includes general purpose and dedicated devices. Operational amplifiers, active filters, voltage regulators, timers, VCO's, phase lock loops and other devices will be covered along with their applications. Three hours lecture. Two hours lab. Four semester hours credit.

EET 2414 — ELECTRONIC COMMUNICATION — (Prerequisite: Digital Electronics (EET 1214). A course designed to provide the student with the concepts and skills related to analog and digital communications. Includes modulation techniques, transmission, reception, formats, encoding, encryption, protocols, modem etc. Also includes standard interface methods. Two hours lecture. Four hours lab. Four semester hours credit.

EET 2514 — INTERFACING TECHNIQUES — (Prerequisite: Microprocessors (EET 1324). A study of data acquisition devices and systems including their interface to microprocessors and other control systems. Also local area networks (LANs) and their functions are covered. Two hours lecture. Four hours lab. Four semester hours credit.

COMPUTER SERVICING TECHNOLOGY

CST 2113 — COMPUTER SERVICING LAB I — A course which provides training in the fundamentals of computer servicing. Includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, building cables, determining if problem is in the hardware or software, debugging programs, and interconnection of peripherals. Three semester hours credit. Six hours lab.

CST 2123 — COMPUTER SERVICING LAB II — (Prerequisite: Computer Servicing Lab I, CST 2113). A continuation of Computer Servicing Lab I with increased emphasis on system analysis, and diagnosis of board and component failures, flow chart trouble analysis for common computer components such as microprocessor, disk drives (floppy and hard), printers, keyboards, and monitors. Strong emphasis on laboratory experience with computer repair. Three semester hours credit. Six hours lab.

EMERGENCY MEDICAL TECHNICIAN

EMT 1116 — EMERGENCY MEDICAL TECHNICIAN — This introductory course prepares individuals to function in the prehospital environment. The class offers instruction in the basic life support care of sick and/or injured persons. This includes: airway assessment; communications; documentation; general pharmacology; hemorrhage control; ambulance operations; splinting of adult, pediatric and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. Students must spend a minimum of 10 hours in a hospital emergency room and participate in a minimum of five separate ambulance runs. One hour lecture, six hours lab, and six hours clinical. Six semester hours credit.

FIRE PROTECTION TECHNOLOGY

FFT 1113 — INTRODUCTION TO FIRE SCIENCE — This course provides an orientation to the fire service. This class explores department structure and organization, operations, and responsibilities, and the history of the fire services and changes that currently are remolding traditional fire services. Three hours lecture. Three semester hours credit.

FFT 1123 — INTRODUCTION TO FIRE PREVENTION — This course introduces students to modern approaches of fire prevention. An overview is provided of methods currently used in preventing fires including Codes and Standards, Company Based Inspections, Public Fire Education, Interdiction Programs, and legislation affecting fire prevention activities. Three hours lecture. Three semester hours credit.

FFT 1213 — FIRE FIGHTING PRINCIPLES AND PRACTICES — This course is designed as a basic fire fighting tactical course providing information on the major principles and practices conducted at fire and emergency scenes. Concentrating on activities of rescue, ventilation, salvage, overhaul, offensive and defensive attack methods, and fire fighter safety, the student explores various operations that must be conducted in a coordinated manner. Three hours lecture. Three semester hours credit.

FFT 1223 — FIRE APPARATUS & EQUIPMENT — Engines, pumps, operation procedures, maintenance techniques, and equipment specifications are discussed while providing the student with a working knowledge and understanding of various types of apparatus and equipment used by the fire service. Three hours lecture. Three semester hours credit.

FFT **** — FIRE PROTECTION CONCENTRATION ELECTIVE

FFT 2313 — FIRE SERVICE HYDRAULICS — A study in the use of water to combat fires, this course provides information on theories associated with the use of water, actual fire ground application practices, and the use of water additives. Study is made of various delivery and usage methods. Three hours lecture. Three semester hours.

FFT 2323 — BUILDING CONSTRUCTION — This course investigates building construction from the standpoint of the fire service. Why do buildings burn and what are the danger areas of various types of construction? A basic overview of building codes and construction methods is used to familiarize students with building components and construction types. Three hours lecture. Three semester hours credit.

FFT 2333 — FIRE FIGHTER SAFETY — This course provides an overview of safety practices for the emergency service worker. Covering the individual and team from "in the station" through the emergency scene and return back to service, this course is essential for those who participate in emergency service activities. Three hours lecture. Three semester hours credit.

FFT **** — FIRE PROTECTION CONCENTRATION ELECTIVE

FFT 2413 — STRATEGY AND TACTICS — This course provides a study of strategy and tactics used in a variety of situations faced by the fire service. Covering different situations from small everyday occurrences to massive conflagrations this course makes use of simulations and case histories in exploring necessary strategy and tactical endeavors. Three hours lecture. Three semester hours credit.

FFT 2423 — INCIDENT MANAGEMENT SYSTEMS — This course is a study of incident management systems used for handling situations from the smallest incidents to the largest. A variety of methods are discussed with emphasis placed on the National Consortium for Incident Management Systems Incident Command/ Management System. Three hours lecture. Three semester hours credit.

FFT ** — FIRE PROTECTION CONCENTRATION ELECTIVE**

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HEATING AND AIR CONDITIONING TECHNOLOGY

ACT 1124 — BASIC COMPRESSION REFRIGERATION — An introduction to the field of refrigeration and air conditioning. Emphasis is placed on the principles of safety, thermodynamics, and heat transfer. Four semester hours credit. Two hours lecture. Four hours lab.

ACT 1133 — TOOLS AND PIPING — Various tools and pipe connection techniques. Covers tools and test equipment required in heating, ventilation, air conditioning and refrigeration. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 1213 — CONTROLS — Fundamentals of gas, fluid, electrical and programmable controls. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 1313 — REFRIGERATION SYSTEM COMPONENTS — An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors and condensers. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 1423 — REFRIGERANT RECOVERY AND LUBRICANTS — Practical applications of refrigerants and lubricants according to the EPA standards. Includes recovery, recycling and disposal. Two semester hours credit. One hour lecture. Two hours lab.

ACT 1713 — ELECTRICITY FOR HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION — Basic knowledge of electricity, power distribution, components, solid state devices and electrical circuits. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 1812 — PROFESSIONAL SERVICES PROCEDURES — Business Ethics necessary to work with both the employer and customer. Includes resume, record keeping, and services contracts. One semester hour credit. One hour lecture. Two hours lab.

ACT 2324 — COMMERCIAL REFRIGERATION — A study of various commercial refrigeration systems. It includes installation, servicing and maintaining systems. Four semester hours credit. Two hours lecture. Four hours lab.

ACT 2414 — AIR CONDITIONING I — Various types of residential and commercial air conditioning, including hydronic, absorption and desiccant systems. Four semester hours credit. Two hours lecture. Four hours lab.

ACT 2424 — AIR CONDITIONING II — An in-dept course in the installation, start-up, maintenance and air quality of complete heating and air conditioning systems. Four semester hours credit. Two hours lecture. Four hours lab.

ACT 2433 — REFRIGERANT, RETROFIT AND REGULATIONS — Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local and state codes. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 2513 — HEATING SYSTEMS — Various types of residential and commercial heating systems. Includes gas, oil, electric, compression and hydroponic heating systems. Three semester hours credit. Two hours lecture. Two hours lab.

ACT 2624 — HEAT LOAD AND AIR PROPERTIES — Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning and refrigeration systems. Included are air distribution, duct sizing selection of grills and register, types of fans, air velocity and fan performance. An introduction is provided to air testing instruments and computer usage. Four semester hours credit. Two hours lecture. Four hours lab.

MACHINE SHOP TECHNOLOGY

MST 1117 — POWER MACHINERY I — A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, and vertical mills. Two hours lecture. Ten hours lab.

MST 1127 — POWER MACHINERY II — A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture. Ten hours lab.

MST 1313 — ADVANCED SHOP MATHEMATICS — An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1413 — BLUEPRINT READING — A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1423 — ADVANCED BLUEPRINT READING — (Prerequisite: Blueprint Reading (MST 1413). A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Three semester hours credit. Two hours lecture. Two hours lab.

MST 1613 — PRECISION LAYOUT — An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Three semester hours credit. Two hours lecture. Two hours lab.

MST 2135 — POWER MACHINERY III — (Prerequisite: Power Machinery II, MST 1124). A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Five semester hours credit. Two hours lecture. Six hours lab.

MST 2144 — POWER MACHINERY IV — (Prerequisites: Power Machinery III, MST 2135). A continuation of Power Machinery III with emphasis on high advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. Four semester hours credit. Two hours lecture. Four hours lab.

MST 2714 — COMPUTER NUMERICAL CONTROL OPERATIONS I — An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Four semester hours credit. Three hours lecture. Two hours lab.

MST 2725 — COMPUTER NUMERICAL CONTROL OPERATIONS II — (Pre/corequisite: Computer Numerical Control Operations I, MST 2714). A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Five semester hours credit. Two hours lecture. Six hours lab.

MST 2813 — METALLURGY — An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Three semester hours credit. Two hours lecture. Two hours lab.

WORK-BASED LEARNING — WBL 191 (1-3), 193 (1-3), 291 (1-3) & 292 (1-3) — The Work-Based Learning course is designed for students enrolled in technology programs and employed in parallel workplace environments for a minimum of 15 hours per week. Course content is based upon the model technology course curriculum, specific workplace needs, and specific objectives addressing competent workplace performance. One to three semester hours credit based upon the total quantity of approved clock hours. (Accompanying the course title and grade on the transcript will be a statement to indicate the number of clock hours of on-the-site work experience obtained during the semester. The statement will read: Work experience of clock hrs.)

TECHNICAL EVENING CLASSES

Regular college courses are offered on campus and off campus in the evening at various locations in the college district including Carthage, Forest, Louisville, Morton, Philadelphia, and Choctaw Central High School near Philadelphia. The same instructional standards are maintained and the same tuition and fees apply as stated in the catalog for campus day students.

VOCATIONAL INDIVIDUALIZED DEVELOPMENT SYSTEM (VIDS)

The Test of Adult Basic Education (TABE) will be administered to all VOCATIONAL students upon entering school. Results from this test will be used to identify students that need help in Reading, Math and Language. Students needing help in these areas will be assigned to the VIDS Center for three hours per week until he/she achieves the functioning level needed to receive full value of the education he/she is pursuing.

The following entrance and exit criteria will be followed:

1. Technical students who are recommended for Developmental Mathematics (through the Assessment Process) will be scheduled for the VIDS program.
2. Technical students who are recommended for Developmental English I or Reading (through the Assessment Process) will be scheduled for the VIDS program.

3. Students will remain in the VIDS program until they score at the 10th grade level on the TABE test in mathematics, or reading or both if they are assigned to the program for both.
4. Students will be allowed to exit the VIDS program by scoring at the 10th grade level on the TABE test in mathematics, reading, or in both areas if they were assigned to the VIDS Center in both areas.
5. After exiting the VIDS program, students will schedule Intermediate or College Algebra.
6. After exiting the VIDS program, students will schedule Developmental English II (if needed) or English Composition.

CARPENTRY AND CABINET MAKING

- CAV 1115 — PLANS, SPECIFICATIONS & FOUNDATIONS — Study of plans in residential construction and specifications. Practical work experience in layout, installing batter boards, and the placing of foundation members. One hundred fifty clock hours. Five semester hours.
- CAV 1128 — CABINET CONSTRUCTION — Theory and practical work experience in blueprint reading, safety, measuring in a wide range of cabinets, cabinet layout, materials, cabinet framing and shelf construction. Two hundred forty clock hours. Eight semester hours.
- CAV 1215 — FLOOR, WALL, CEILING, ROOF FRAMING & ROOFING — Theory and practical work in actual framing of floors, walls, ceiling and roofs, and actual installation of roofing materials. One hundred fifty clock hours. Five semester hours.
- CAV 1225 — HARDWARE, TRIM & LAMINATES — Theory and work experience in selection of correct hardware and installation of hardware and trim, and installation of
- CAV 1317 — INSULATION, EXTERIOR AND INTERIOR FINISHING & COORDINATING — Theory and practical work experience in sound and thermo insulation, interior and exterior buildings dealing with walls, trim, floors, cabinets, doors, windows and exterior trim. Also, steps to follow in coordinating other work such as plumbing, electrical, heating and cooling, etc. Two hundred ten clock hours. Seven semester hours.
- CAV 1324 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.
- CAV 2134 — BLUEPRINT READING, SPECIFICATIONS, CODES AND FOUNDATION — Theory and study of blueprint reading, specifications and codes. Actual work experience in laying out foundations, setting grade stakes, and placing of reinforcement steel. One hundred twenty clock hours. Four semester hours.

CAV 2148 — CABINET CONSTRUCTION TECHNIQUES — Theory and practical experience in actual cabinet construction with emphasis being put on different styles and techniques. Two hundred forty clock hours. Eight semester hours.

CAV 2235 — TECHNIQUES IN FRAMING & ROOFING — Theory and work experience in all parts of residential framing and actual installation of sheathing and roofing material. One hundred fifty clock hours. Five semester hours.

CAV 2245 — LAMINATE APPLICATION, TRIM AND HARDWARE — Theory and practical work experience in proper selection of hardware and trims. Installation of plastic laminates. One hundred fifty clock hours. Five semester hours.

CAV 2338 — EXTERIOR & INTERIOR FINISHING, INSULATION & COORDINATING — Theory and work experience in all types of insulation, siding, wall covering, and trim work plus the study of permits and coordinating building activities with other tradesmen. Two hundred forty clock hours. Eight semester hours.

CAV 2344 — CABINET FINISHING — Theory and practical experience in sanding, preparing and finishing cabinets. One hundred twenty clock hours. Four semester hours.

COSMETOLOGY

COV 1117 — FUNDAMENTALS OF COSMETOLOGY — This course provides theory and lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or class mates; no work is performed on clients paying for service until this course is completed. Seven hours credit. Three hours lecture. Twelve hours lab.

COV 1213 — COSMETOLOGY THEORY I — Information on the theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and finger waves. Three semester hours credit. Three hours lecture.

COV 1311 — SCALP AND HAIR TREATMENT — Practical application in shampooing and scientific brushing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. One semester hour credit. Three hours lab.

COV 1321 — HAIR SHAPING — Practical applications in hair shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. One semester hour credit. Three hours lab.

COV 1322 — HAIR STYLING — Practical applications in styling and finger waving which include product selection, preparation, methods, pin curls, techniques for combing and brushing, and artistry in hair styling. Two semester hours credit. Six hours lab.

COV 1412 — ARTISTRY OF ARTIFICIAL HAIR — Practical applications in styling wigs, hair pieces and extensions, reasons for use of artificial hair, types of artificial hair, and safety precautions. Two semester hours credit. Six hours lab.

COV 1225 — COSMETOLOGY THEORY II — Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Permanent waving, hair relaxing, coloring and lightening, and safety practices are covered. Five hours lecture. Five semester hours credit.

COV 1512 — MANICURE AND PEDICURE — Practical applications in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders and diseases, massage, sanitary care, and safety considerations. Two semester hours credit. Six hours lab.

COV 1333 — PERMANENT WAVES — Practical applications in permanent waving. Includes principles and product selection, requirements, processes, implements, supplies, and safety precautions. Three semester hours credit. Nine hours lab.

COV 1343 — HAIR COLORING AND LIGHTENING — Practical applications in coloring and hair lightening. Includes instruction in classification of hair color and safety precautions of hair color. Three semester hours credit. Nine hours lab.

COV 1352 — CHEMICAL HAIR RELAXING — Practical applications in chemical hair relaxing techniques, basic steps and processes, and safety precautions. Two semester hours credit. Six hours lab.

COV 1236 — COSMETOLOGY THEORY III — Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, and salon management and operation. Six semester hours credit. Six hours lecture.

COV 1612 — FACIALS AND MAKEUP — Practical applications in providing facial treatment. Includes physiological effects, facial treatment for different skin types, procedures for applying cosmetics, corrective makeup, and safety precautions. Two semester hours credit. Six hours lab.

COV 1362 — THERMAL TECHNIQUES — Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. Two semester hours credit. Six hours lab.

COV 1712 — SALON MANAGEMENT — Practical applications in opening and operating a salon in accordance with state regulations. Two semester hours credit. Six hours lab.

COSMETOLOGY TEACHER TRAINING

COV 2413 — TEACHER TRAINEE OBSERVATION — A teacher trainee shall acquire 12 hours of theory and 68 hours of skill training in Cosmetological Observation. Eighty hours of instruction. Three semester hours credit.

COV 2415 — THE PROFESSIONAL TEACHER — Professional application and theory which includes Preparing to Teach, Presentation, Application and testing. One hundred sixty-four clock hours. Five semester hours credit.

COV 2433 — STUDENT MOTIVATION AND LEARNING — Professional application and training includes: Laws Governing Learning Processes, Student Motivation, Student Participation, Student Personalities and Individual Differences, Ninety-nine clock hours. Three semester hours credit.

COV 2449 — METHODS MANAGEMENT & MATERIALS — Professional application and training to include: Methods, Procedures, and Techniques of Teaching, Classroom Management and Teaching Materials. Three hundred thirty-two clock hours. Nine semester hours credit.

COV 2453 — TESTING AND EVALUATION — Professional application and training to include testing (performance tests, written tests, and Standardized Tests) and teacher evaluation. Sixty-five clock hours and three semester hours credit.

COV 2461 — COSMETOLOGY LAW, RULES AND REGULATIONS — A study of laws controlling and regulating the practice of cosmetology in the State of Mississippi. Ten clock hours and one semester hour credit.

WELDING AND CUTTING

WLW 1117 — SHIELDED METAL ARC WELDING (SMAW) — This course is designed to teach students welding techniques using electrodes; set up equipment for (SMAW) operations, and perform Welds for all position fillet and groove welding within a limited thickness range of plain carbon steel material. Seven semester hours credit. One hour lecture, 12 hours lab.

WLV 1124 — GAS METAL ARC WELDING (GMAW) — This course is designed to give the student experience in various welding applications with the (GMAW) welder; set up equipment for GMAW welding operations, and perform welds for all position fillet welds and groove welding within a limited thickness range of plain carbon steel. Four semester hours credit. One hour lecture, 6 hours lab.

WLV 1135 — GAS TUNGSTEN ARC WELDING (GTAW) — This course is designed to give the student experience in various welding applications with the GTAW welder; set up equipment for GTAW welding operations, and perform welds for all position fillet and groove welding within a limited thickness range of plain carbon steel, aluminum, and stainless steel. Five semester hours credit. One hour lecture, 10 hours lab.

WLV 1143 — FLUX CORED ARC WELDING (FCAW) — This course is designed to give the student experience in FCAW; set up equipment for FCAW operations, and perform welds for all position fillet and groove welding within a limited thickness range of plain carbon steel. Three semester hours credit. One hour lecture. Four hours lab.

WLV 1162 — GAS METAL ARC ALUMINUM WELDING — This course is designed to give the student experience in gas metal aluminum welding; identify aluminum alloys, and results of welding aluminum. Two semester hours credit. One hour lecture. Two hours lab.

WLV 1171 — WELDING INSPECTION AND TESTING PRINCIPLES — This course is designed to give the student experience in inspection and testing of welds; perform visual inspection of completed welds, removal of test specimen, preparation of test specimen, free bend test, guided bend test, and analysis of test specimen. One semester hour credit. Two hours lab.

WLV 1232 — DRAWING AND WELD SYMBOL INTERPRETATION — This course is designed to give the student experience in reading welding blueprints; preparing parts from simple sketches or drawings; performing welding operations, and preparing welded joints from weld symbol information. Two semester hours credit. One hour lecture. Two hours lab.

WLV 1242 — OXYFUEL GAS CUTTING PRINCIPLES AND PRACTICES — This course is designed to give the student experience in oxyfuel cutting principles and practices; set up and perform manual and semi-automatic oxyfuel gas cutting operations. Two semester hours credit. One hour lecture. Two hours lab.

WLV 1914 — SPECIAL PROBLEM IN WELDING AND CUTTING (Lab Project) — This is a course designed to provide the student with practical application of skills and knowledge gained in other welding courses. The student must compile a written training agreement in cooperation with the instructor which details work schedule and specific tasks/skills to be mastered in this program. Four semester hours credit. Eight hours lab. Prerequisites: The student must have shown all basic welding skills and be a full-time WLV student.

TRADE AND INDUSTRIAL

CARPENTRY I, II, III, & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the basic skills and technical knowledge in both rough and finish carpentry. Six CEU's.

ELECTRICITY I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the electrical trade to include the following areas: use of electrical tools and instruments, basic electricity, residential and commercial wiring, motor testing and overhaul, controls and related science. Six CEU's.

MACHINE SHOP I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in machine shop to include the following areas: precision measuring instruments, tools, materials, heat treating, bench work, drilling machines, milling machines, lathes and shaper, jig, boring and girding machines, and abrasive and cutting fluids. Six CEU's when offered on campus. If offered in industry, length of course is determined by the industry.

REFRIGERATION, AIR-CONDITIONING & HEATING I, II, III & IV — Three hours per evening, two evenings per week for ten weeks. Instruction and practice in the A-C and refrigeration trade to include the following areas: basic electricity, motors and controls, service tools, fundamentals of refrigeration, compression systems and construction, refrigerants and controls, cabinets, materials, absorption, systems, hermetic units, and commercial refrigeration and heating application. Six CEU's.

OTHER

CAKE DECORATING — Two hours per night, one night a week for 10 weeks. 2 CEU's. Instruction in making icing, frosting, and making decorating cones, and equipment, and making the following designs: sweet pea, clown, basket, heart, wedding, bathing suit, doll, etc.

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AUTO MECHANICS (carburetor and electrical) — Three hours per evening for two evenings per week. 9.6 CEU's. Instructions in fuel system, fuels, types of carburetors, types of fuel pumps, air cleaners and manifolds. Electrical system-magnetism and electricity, generators, ignitions, lighting, schematics and diagram reading and symbols.	
BLUEPRINT READING — Three hours per night, one night a week for 16 weeks. 4.8 CEU's. Instructions in fundamentals, lines, views, notes and specifications, dimensions, shapes, abbreviations and symbols, sections, details and assembly, precision instruments.	
MECHANICAL MAINTENANCE — Instructions in elements of mechanics, lubrication of drive components, bearings, pumps, piping systems, basic hydraulics, hydraulic trouble-shooting, tools, measurements, trouble-shooting skills, pneumatics, blueprints and schematics. Length of course to be determined by industry.	
PERSONNEL MANAGEMENT — Instructions in the management system, personnel program, staffing the organization, employee potential, behavior management, labor relations, remuneration, security, and management of the future. Length of course to be determined by the industry.	
SUPERVISORY TRAINING — Instructions in history of company, the art of supervision, planning, organizing, directing and leadership, controlling, decision making, motivation, communication, team work, performance and role playing. Length of course determined by needs of industry.	
VOLUNTEER FIREMANSHIP — Two and one-half hours per day for 4 days. 1 CEU. Instructions in firetriangle, travel, transfer of heat, exposure, chemistry of petroleum, fire, use of equipment, operation of truck, breathing equipment, fire stream, forcible entry and coordination of attack.	
BEGINNING PAINTING — A studio course designed for the beginner pertaining to the use and knowledge of various painting media as well as decorative crafts. 3 CEU's credit.	
BEGINNING CERAMICS — A studio course designed for the beginner pertaining to the use and knowledge of various clays in hand building three dimensional art objects. An application of ceramic glaze and firing procedures will also be included. 3 CEU's credit.	
BEGINNING PHOTOGRAPHY — Two hours per night, one night a week for ten weeks. 2 CEU's. Instruction in examining camera functions and care, types of films and accessories, operation of camera, introduction to various types of photography, developing film, printmaking and mounting for display.	
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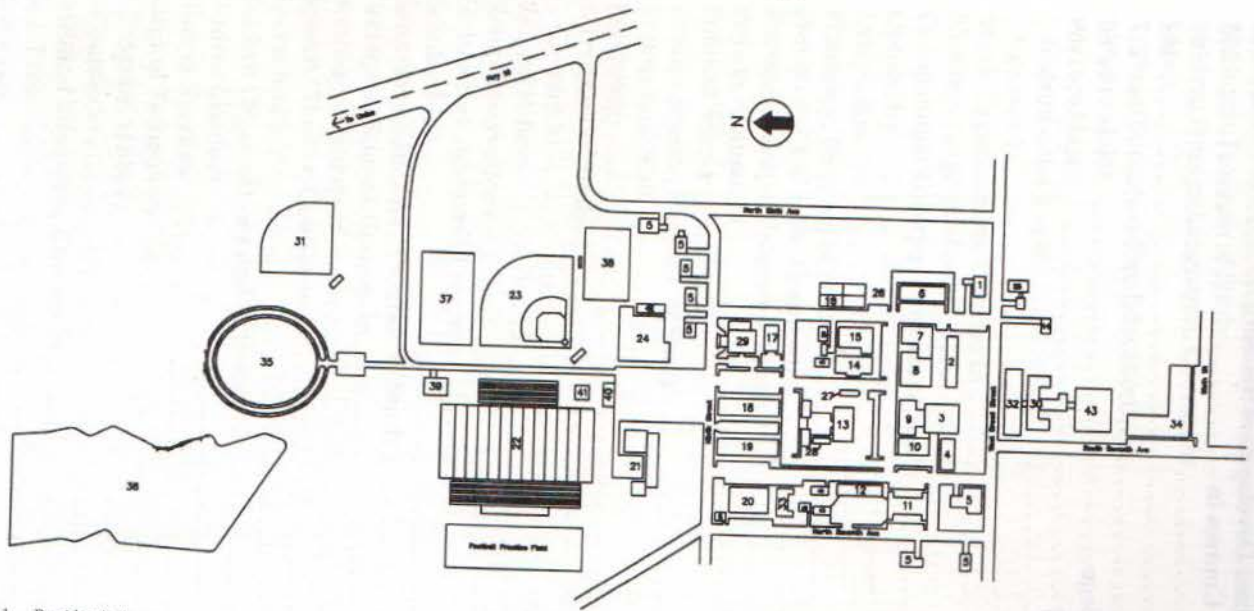
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Campus Map



1. President's Home
2. Administration Building
3. Huff Auditorium
4. Cross Science Hall
5. Faculty Houses
6. Newsome Hall
7. Jackson Hall
8. Mabry Cafeteria
9. Newton Hall
10. Founder's Gym, Bookstore
11. Todd Hall
12. Winston Hall
13. Bradford J. Tucker Applied Technology Center
14. Burton Library
15. Chad S. Walker Fine Arts Center

16. Tennis Courts
17. Maintenance Building
18. Scott Hall
19. Neshoba Hall
20. Leake Hall
21. Vocational-Technical Annex
22. Warrior Football Field
23. Chris Gay IV Memorial Field
24. Brackeen-Wood Physical Education Building
25. Baptist Student Union (BSU)
26. Sullivan Park
27. Harrison Memorial Garden
28. Skill-Tech One-Stop Career Center
29. Associate Degree Nursing Building
30. South Campus Classroom Building

31. Women's Softball Field
32. Richard C. Ethridge Hall
33. Student Union
34. Erma Lee Barber Hall
35. Fitness Trail
36. College Pond
37. Intramural Field
38. Band Practice Field
39. Visiting Teams Fieldhouse
40. Warrior Stadium Entrance
41. Concession Stand / Restrooms
42. Seating area
43. South Campus Commons
44. Student Recreation



— NOTES —

EAST CENTRAL COMMUNITY COLLEGE

APPLICATION FOR ADMISSION
EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi 39327

Social Security: _____

Name: _____
Last First Middle (Maiden)

Legal Home Address: _____

City State Zip

Home Telephone: () _____ County: _____

The information provided in this space is for statistical purposes only: Date of Birth: _____

Marital Status: _____ Sex: _____ Religion: _____ Race: _____

High School: _____ Graduation Date: _____

(Send high school transcript)

Month/Year

If not high school graduate, when did you complete the GED? _____

(Send copy of scores)

Have you taken the ACT? _____ Did you send a copy to ECCC? _____ If no, please send one.

Have you ever attended ECCC? _____ If so, when? _____

Name on your record when you attended ECCC: _____

Parent, Spouse, or Guardian: _____

Home Address: _____

Have you ever attended another college? _____ If yes, what college(s)? _____

(Send transcript from each college)

What semester do you plan to enroll? Summer _____, Fall _____, Spring _____ of 19 _____

Please complete the application for housing if you plan to live in the dormitory.

Program of study desired: _____

If Cosmetology is the program of study desired, a \$50 fee must be included for this application to be complete.

All transcripts must be filed with the Director of Admissions before the process is complete. False or inaccurate information on this application is cause for dismissal from East Central Community College.

Mail to: Director of Admissions
East Central Community College
Decatur, Mississippi 39327

Signature of applicant

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The College is in compliance with Title VI or the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1972, and the Americans With Disabilities Act of 1990.

Revised: January 1996

APPLICATION FOR HOUSING

East Central Community College

Decatur, Mississippi 39327

This application must be typed or printed in black ink and may accompany the admissions application if the applicant intends to live in campus housing. **A \$60.00 room deposit must accompany this form in order for the housing reservation to be complete.** If you have already sent an admissions application, or if you are a current student, please send this application along with your room deposit to the business office.

The deposit will be refunded when the student officially checks out of the residence hall, unless the student is charged with room damage or the loss of keys. The deposit will be refunded if the reservation is canceled by August 1st of the year of enrollment.

1. Name in full _____ Soc. Sec. Number _____
(Last) (First) (Middle)

2. Address: _____
(Street or P.O. Box) (City) (State) (Zip)

3. Home Phone _____ Date of Birth _____

4. Male _____ Female _____ Smoker: Yes _____ No _____

5. Single _____ Married _____ Divorced _____ Race _____

6. Semester you plan to enter East Central: Fall 19 _____, Spring 19 _____

7. Classification: Freshman _____ Sophomore _____ Transfer Student _____

8. Who should be contacted in case of an emergency? Name _____

Address _____ Phone _____ Relationship _____

9. Dormitory preference _____

10. Do you require any special accommodations? Yes _____ No _____

If "yes" please explain _____

11. Please specify if you will be participating in athletics or band on scholarship.

Yes _____ No _____ If "yes" please list _____

12. Roommate preference _____
(Name) (Address) (Phone)

NOTE: BOTH ROOMMATES MUST HAVE ROOM DEPOSITS ON FILE PRIOR TO RECEIVING ASSIGNMENTS. PRIORITIES FOR ROOM ASSIGNMENTS ARE DETERMINED ACCORDING TO WHEN DEPOSITS ARE RECEIVED.

Signature

Date

Please direct correspondence to:
East Central Community College
Business Office
P.O. Box 129
Decatur, MS 39327

EEE
WITH YOU IN MIND

Electronic Mailbox